

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

LAPT Certification Class 10



LAPT — London Academy of Professional Training

Address 85 Great Portland Street, W1W 7LT, London, United Kingdom

Email info@lapt.org

Telephone +44 7513 283044

Web lapt.org

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

AWARD	Certificate
ASSESSMENT	2100 marks — 1260 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Advanced Certificate in Agriculture (Aligned with NEP 2020)

5 chapters · 30 classes100 marks

• 1 Unit 1 — Crop Protection — Pests, Diseases and Remedies — 6 classes

› 1.1 Identify Common Agricultural Pests and Their Impact

› 1.2 Understand the Life Cycle of Key Crop Diseases

› 1.3 Explore Integrated Pest Management Strategies

› 1.4 Investigate Biological Control Methods for Pests

› 1.5 Assess Chemical Remedies and Their Environmental Effects

› 1.6 Develop a Crop Protection Plan for Specific Cultures

• 2 Unit 2 — Post-Harvest Management and Storage Techniques — 6 classes

› 2.1 Analyze the Importance of Post-Harvest Management in Agriculture

› 2.2 Identify Common Post-Harvest Losses and Their Causes

› 2.3 Explore Various Post-Harvest Storage Techniques and Technologies

› 2.4 Evaluate Quality Control Methods for Stored Agricultural Products

› 2.5 Implement Best Practices for Preventing Pest and Disease in Storage

› 2.6 Develop a Comprehensive Post-Harvest Management Plan for a Selected Crop

• 3 Unit 3 — Agricultural Enterprise — Cost, Revenue and Profit — 6 classes

› 3.1 Identify Key Components of Agricultural Costs

› 3.2 Calculate Fixed and Variable Costs in Agriculture

› 3.3 Analyze Revenue Streams from Agricultural Products

› 3.4 Determine Break-even Point for Agricultural Enterprises

› 3.5 Evaluate Profitability of Agricultural Practices

› 3.6 Develop a Financial Plan for an Agricultural Enterprise

• 4 Unit 4 — Government Agricultural Schemes and Support Systems — 6 classes

› 4.1 Explore the Role of Government in Agricultural Development

› 4.2 Identify Key Government Agricultural Schemes in India

› 4.3 Analyze the Impact of Agricultural Support Systems on Farmers

› 4.4 Evaluate the Effectiveness of Subsidies and Financial Assistance

› 4.5 Develop a Case Study on a Successful Government Scheme

› 4.6 Propose Improvements for Agricultural Support Policies

• 5 Unit 5 — Farm Visit Report and Agricultural Project — 6 classes

› 5.1 Analyze the Objectives of a Farm Visit

› 5.2 Identify Key Components of an Agricultural Project

› 5.3 Conduct a Preliminary Assessment of Farm Conditions

› 5.4 Collect and Organize Data During a Farm Visit

› 5.5 Draft a Comprehensive Farm Visit Report

› 5.6 Present Findings and Recommendations for Agricultural Projects

• **1 Unit 1 — Pattern Making and Draping Techniques** — 6 classes

- › 1.1 Explore the Fundamentals of Pattern Making
- › 1.2 Identify Different Types of Patterns in Apparel Design
- › 1.3 Apply Measurement Techniques for Accurate Pattern Creation
- › 1.4 Demonstrate Basic Draping Techniques on Dress Forms
- › 1.5 Analyze Fabric Properties Affecting Pattern Design
- › 1.6 Create a Custom Pattern and Draped Sample for a Garment

• **2 Unit 2 — Garment Finishing — Pressing, Embellishments** — 6 classes

- › 2.1 Understand the Importance of Pressing in Garment Finishing
- › 2.2 Explore Different Pressing Techniques and Tools
- › 2.3 Demonstrate Proper Use of Pressing Equipment
- › 2.4 Identify Types of Embellishments and Their Uses
- › 2.5 Apply Embellishment Techniques to Enhance Garment Aesthetics
- › 2.6 Evaluate Finished Garments for Quality of Pressing and Embellishments

• **3 Unit 3 — Fashion Design — Sketching and Collection Planning** — 6 classes

- › 3.1 Understand Fashion Illustration Techniques
- › 3.2 Explore Elements of Design in Fashion
- › 3.3 Develop Creative Concepts for Fashion Collections
- › 3.4 Create Thumbnails and Mood Boards
- › 3.5 Execute Fashion Sketches for Collection Pieces
- › 3.6 Present and Critique Fashion Collection Concepts

• **4 Unit 4 — Apparel Quality Standards and Grading** — 6 classes

- › 4.1 Understand Apparel Quality Standards and Their Importance
- › 4.2 Identify Key Quality Parameters in Apparel Production
- › 4.3 Explore Grading Basics and Their Role in Apparel Sizing
- › 4.4 Analyze Standard Grading Techniques for Different Garment Types
- › 4.5 Evaluate the Impact of Poor Quality on Brand Reputation
- › 4.6 Implement Quality Control Measures in Apparel Design and Production

• **5 Unit 5 — Fashion Portfolio and Garment Project** — 6 classes

- › 5.1 Understand the Importance of a Fashion Portfolio
- › 5.2 Identify Key Elements of a Successful Portfolio
- › 5.3 Develop Personal Branding within Your Portfolio
- › 5.4 Create a Mood Board for Your Garment Project
- › 5.5 Plan and Document Your Garment Design Process
- › 5.6 Present and Critique Your Completed Fashion Portfolio

• **1 Unit 1 — AI Decision Trees and Rule-Based Systems** — 6 classes

- › 1.1 Define and Explain AI Decision Trees
- › 1.2 Identify Components of Decision Trees
- › 1.3 Construct a Basic Decision Tree
- › 1.4 Evaluate Decision Trees for Classification Problems
- › 1.5 Explore Rule-Based Systems in AI
- › 1.6 Implement a Simple Rule-Based System in Practice

• **2 Unit 2 — Introduction to Neural Networks and Deep Learning** — 6 classes

- › 2.1 Define Neural Networks and Their Components
- › 2.2 Explain the Concept of Activation Functions
- › 2.3 Construct a Simple Neural Network Model
- › 2.4 Describe the Process of Forward Propagation
- › 2.5 Illustrate Backpropagation and Its Importance
- › 2.6 Apply Neural Networks to a Real-World Problem

• **3 Unit 3 — AI Tools — Teachable Machine, ML for Kids** — 6 classes

- › 3.1 Explore the Basics of Teachable Machine
- › 3.2 Create Your First Model with Teachable Machine
- › 3.3 Train a Model to Recognize Visual Inputs
- › 3.4 Experiment with Audio Classifiers in Teachable Machine
- › 3.5 Introduce Machine Learning Concepts for Kids
- › 3.6 Build a Simple ML Project Using ML for Kids

• **4 Unit 4 — Real-World AI Applications and Case Studies** — 6 classes

- › 4.1 Explore Real-World AI Applications in Healthcare
- › 4.2 Analyze Case Studies of AI in Finance
- › 4.3 Investigate AI Solutions in Transportation and Logistics
- › 4.4 Evaluate AI's Impact on Retail and E-commerce
- › 4.5 Assess the Role of AI in Education Technology
- › 4.6 Design a Project Showcasing an AI Application of Choice

• **5 Unit 5 — AI Capstone Project — Design, Build and Present** — 6 classes

- › 5.1 Define Project Goals and Objectives for AI Capstone
- › 5.2 Conduct a Literature Review on AI Solutions and Techniques
- › 5.3 Develop and Prototype an AI Model or System
- › 5.4 Evaluate and Test the AI Model for Functionality and Performance
- › 5.5 Prepare an Impactful Presentation for AI Capstone Project
- › 5.6 Reflect on Learning and Future Applications of AI Technologies

• 1 Unit 1 — Engine Systems — Petrol, Diesel and Variants — 6 classes

- › 1.1 Identify and Compare Engine Types: Petrol vs. Diesel
- › 1.2 Explore the Components of a Petrol Engine
- › 1.3 Examine the Components of a Diesel Engine
- › 1.4 Understand Engine Performance Metrics and Efficiency
- › 1.5 Analyze Engine Variants and Their Applications in Modern Vehicles
- › 1.6 Troubleshoot Common Engine Issues in Petrol and Diesel Engines

• 2 Unit 2 — Vehicle Electrical and Electronic Systems — 6 classes

- › 2.1 Identify Key Components of Vehicle Electrical Systems
- › 2.2 Understand the Principles of Electrical Circuits in Vehicles
- › 2.3 Explore Functionality of Automotive Sensors and Actuators
- › 2.4 Diagnose Common Electrical Faults in Vehicles
- › 2.5 Apply Diagnostic Tools for Electrical System Troubleshooting
- › 2.6 Integrate Electronic Control Units in Vehicle Systems

• 3 Unit 3 — Automobile Diagnostics and Testing Procedures — 6 classes

- › 3.1 Identify Key Components of Automobile Diagnostic Systems
- › 3.2 Explain Common Diagnostic Tools and Their Functions
- › 3.3 Demonstrate Basic Diagnostic Testing Procedures
- › 3.4 Analyze Fault Codes and Interpret Diagnostic Reports
- › 3.5 Evaluate the Effectiveness of Various Testing Methods
- › 3.6 Apply Trouble-Shooting Techniques to Real-World Scenarios

• 4 Unit 4 — Servicing Protocols — Periodic and Breakdown — 6 classes

- › 4.1 Identify Key Components of Vehicle Servicing
- › 4.2 Understand Periodic Maintenance Schedules
- › 4.3 Demonstrate Basic Vehicle Inspection Techniques
- › 4.4 Analyze Common Breakdown Causes and Solutions
- › 4.5 Apply Troubleshooting Protocols for Vehicle Issues
- › 4.6 Develop a Comprehensive Servicing Checklist

• 5 Unit 5 — Safety Standards, Quality Control and Project Work — 6 classes

- › 5.1 Identify Key Safety Standards in Automobile Design
- › 5.2 Analyze Quality Control Methods in Automotive Production
- › 5.3 Evaluate the Importance of Safety Features in Vehicles
- › 5.4 Implement Quality Assurance Procedures in Project Work
- › 5.5 Conduct a Risk Assessment for an Automotive Project
- › 5.6 Present Findings on Safety and Quality Standards in a Group Project

• 1 Unit 1 — Advanced Banking Operations and Clearing Processes — 6 classes

- › 1.1 Understand the Key Concepts of Advanced Banking Operations
- › 1.2 Explore the Structure and Function of Clearing Systems
- › 1.3 Analyze the Role of Interbank Settlement in Banking Operations
- › 1.4 Assess the Impact of Digital Innovations on Banking Processes
- › 1.5 Implement Best Practices for Effective Clearing and Settlement
- › 1.6 Evaluate Real-World Case Studies in Advanced Banking Operations

• 2 Unit 2 — Insurance Claims Processing and Documentation — 6 classes

- › 2.1 Understand the Fundamentals of Insurance Claims
- › 2.2 Identify Common Types of Insurance Claims
- › 2.3 Explore the Documentation Required for Claims Processing
- › 2.4 Analyze the Claims Processing Workflow
- › 2.5 Assess the Role of Technology in Claims Management
- › 2.6 Prepare a Sample Insurance Claim Submission

• 3 Unit 3 — Risk Assessment and Risk Management Basics — 6 classes

- › 3.1 Define and Differentiate Types of Risk in Banking and Insurance
- › 3.2 Identify Key Components of Risk Assessment Frameworks
- › 3.3 Analyze the Process of Conducting a Risk Assessment
- › 3.4 Explore Quantitative and Qualitative Risk Measurement Techniques
- › 3.5 Develop Risk Management Strategies for Identified Risks
- › 3.6 Create a Risk Management Plan for a Real-world Scenario

• 4 Unit 4 — Financial Regulatory Bodies — RBI, IRDA, SEBI — 6 classes

- › 4.1 Identify the Role of RBI in India's Financial System
- › 4.2 Explore the Functions and Powers of IRDA
- › 4.3 Analyze SEBI's Regulatory Framework for Securities Market
- › 4.4 Compare and Contrast RBI, IRDA, and SEBI in Financial Regulation
- › 4.5 Evaluate the Impact of Financial Regulatory Bodies on Economic Stability
- › 4.6 Apply Regulatory Knowledge in Case Studies of Recent Financial Events

• 5 Unit 5 — Banking and Insurance Project Work — 6 classes

- › 5.1 Identify Key Components of Banking Systems
- › 5.2 Analyze Insurance Products and Their Benefits
- › 5.3 Compare Banking and Insurance Regulations
- › 5.4 Develop a Case Study on Banking Services
- › 5.5 Create an Insurance Portfolio for a Client
- › 5.6 Present Findings on Banking and Insurance Trends

• 1 Unit 1 — Advanced Beauty Treatments — Facials and Body Care

— 6 classes

- › 1.1 Explore the Anatomy of the Skin for Effective Facials
- › 1.2 Identify Different Types of Facials and Their Benefits
- › 1.3 Demonstrate Techniques for Conducting a Skin Analysis
- › 1.4 Prepare and Customize Facial Treatments Using Natural Ingredients
- › 1.5 Compare and Contrast Body Care Treatments: Exfoliation vs. Hydration
- › 1.6 Implement Aftercare Practices to Enhance Client Wellness Post-Treatment

• 2 Unit 2 — Client Consultation and Skin Analysis — 6 classes

- › 2.1 Establish Client Rapport through Effective Communication
- › 2.2 Conduct a Comprehensive Client Questionnaire
- › 2.3 Identify Skin Types and Conditions for Tailored Solutions
- › 2.4 Perform a Visual Skin Analysis with Practical Techniques
- › 2.5 Discuss Lifestyle Factors and Their Impact on Skin Health
- › 2.6 Create Customized Beauty and Wellness Plans Based on Analyses

• 3 Unit 3 — Advanced Hair Services — Colouring and Styling — 6 classes

- › 3.1 Explore Colour Theory and Its Application in Hair Services
- › 3.2 Analyze Different Hair Types and Their Needs for Colouring
- › 3.3 Demonstrate Techniques for Effective Hair Colour Application
- › 3.4 Evaluate Safety and Aftercare Procedures for Hair Colouring
- › 3.5 Create Trend-Based Hair Colour Styles for Client Consultations
- › 3.6 Conduct a Hands-On Styling Workshop Using Advanced Techniques

• 4 Unit 4 — Salon Management and Service Protocols — 6 classes

- › 4.1 Establish Effective Salon Operations
- › 4.2 Implement Customer Service Protocols
- › 4.3 Create a Professional Client Consultation Process
- › 4.4 Develop Health and Safety Guidelines for the Salon
- › 4.5 Design a Service Menu and Pricing Strategy
- › 4.6 Evaluate Customer Feedback for Continuous Improvement

• 5 Unit 5 — Beauty Portfolio and Practical Assessment — 6 classes

- › 5.1 Explore Key Elements of a Beauty Portfolio
- › 5.2 Design Your Personal Beauty Brand Identity
- › 5.3 Collect and Curate Evidence of Practical Skills
- › 5.4 Develop a Client Consultation Process
- › 5.5 Create a Comprehensive Practical Assessment Plan
- › 5.6 Present Your Beauty Portfolio for Feedback

• 1 Unit 1 — Introduction to Python for Data Analysis — 6 classes

- › 1.1 Explore Python Fundamentals for Data Analysis
- › 1.2 Install and Set Up Python for Data Science
- › 1.3 Utilize Python Libraries for Data Manipulation
- › 1.4 Implement Data Structures in Python for Analysis
- › 1.5 Analyze Data Using Pandas and NumPy
- › 1.6 Visualize Data Insights with Matplotlib and Seaborn

• 2 Unit 2 — Data Cleaning, Transformation and Preparation — 6 classes

- › 2.1 Identify and Handle Missing Data
- › 2.2 Detect and Remove Outliers in Datasets
- › 2.3 Standardize Data Formats for Consistency
- › 2.4 Transform Data Using Normalization Techniques
- › 2.5 Create Effective Data Features for Analysis
- › 2.6 Implement Data Cleaning Workflows with Tools

• 3 Unit 3 — Exploratory Data Analysis (EDA) Techniques — 6 classes

- › 3.1 Understand the Fundamentals of Exploratory Data Analysis
- › 3.2 Prepare Your Data for EDA: Cleaning and Transformation
- › 3.3 Visualize Data Distributions Using Histograms and Box Plots
- › 3.4 Explore Relationships with Scatter Plots and Correlation Analysis
- › 3.5 Identify Outliers and Anomalies in Data Sets
- › 3.6 Apply EDA Techniques Using Python Libraries

• 4 Unit 4 — Data Visualisation — Matplotlib and Seaborn — 6 classes

- › 4.1 Explore the Basics of Data Visualization with Matplotlib
- › 4.2 Create Your First Line and Bar Charts in Matplotlib
- › 4.3 Customize Charts: Titles, Labels, and Legends in Matplotlib
- › 4.4 Understand the Power of Seaborn for Statistical Plots
- › 4.5 Create Complex Visualizations: Pair Plots and Heatmaps with Seaborn
- › 4.6 Analyze Data Patterns Through Multi-Plot Visualizations with Seaborn

• 5 Unit 5 — Mini Data Science Project — Analyse and Present — 6 classes

- › 5.1 Define Project Goals and Objectives
- › 5.2 Collect and Preprocess Data for Analysis
- › 5.3 Explore Data Visualization Techniques
- › 5.4 Apply Statistical Analysis to Data
- › 5.5 Craft an Effective Project Report
- › 5.6 Present Findings Using Engaging Presentation Tools

• 1 Unit 1 — Advanced Design Thinking — Systems Thinking

• 2 Unit 2 — User Research Methods — Surveys and Interviews

• 3 Unit 3 — Medium-Fidelity Prototyping and User Testing

• 4 Unit 4 — Product Iteration and Design Documentation

• 5 Unit 5 — End-to-End Design Project — Present to Audience

9

Advanced Certificate in Electronics & Hardware (Aligned with NEP 2020)

5 chapters · 100 marks

- **1 Unit 1 — PCB Design — Components, Layout and Fabrication**
- **2 Unit 2 — Microcontroller Basics — Arduino Introduction**
- **3 Unit 3 — Electronic Project Work — Sensors and Actuators**

- **4 Unit 4 — Hardware Fault Diagnosis and Repair**
- **5 Unit 5 — Electronics Project — Design, Build and Test**

10

Advanced Certificate in Food Production (Aligned with NEP 2020)

5 chapters · 30 classes · 100 marks

- **1 Unit 1 — Advanced Cooking Techniques — Continental, Oriental**

— 6 classes

- › 1.1 Explore the Fundamentals of Continental Cuisine
- › 1.2 Master Classic Continental Cooking Techniques
- › 1.3 Discover the Characteristics of Oriental Cuisine
- › 1.4 Implement Key Oriental Cooking Techniques
- › 1.5 Compare and Contrast Continental and Oriental Cooking Styles
- › 1.6 Create a Fusion Dish Incorporating Both Cooking Techniques

- **2 Unit 2 — Bakery and Confectionery — Advanced Products** — 6 classes

- › 2.1 Explore the Fundamentals of Advanced Bakery Techniques
- › 2.2 Analyze the Ingredients and Equipment for Confectionery
- › 2.3 Demonstrate the Process of Crafting Artisan Breads
- › 2.4 Implement Innovative Pastry Techniques for Advanced Products
- › 2.5 Create and Decorate Specialty Cakes for Events
- › 2.6 Evaluate and Present Advanced Bakery Products for Feedback

- **3 Unit 3 — Food Cost Management and Kitchen Economics** — 6 classes

- › 3.1 Analyze Food Cost Components and Their Impact
- › 3.2 Calculate Menu Pricing Using Costing Techniques
- › 3.3 Explore the Impact of Waste on Kitchen Economics
- › 3.4 Develop a Budget for Food Production Operations
- › 3.5 Apply Strategies for Cost Control in Kitchen Management
- › 3.6 Evaluate Profitability through Menu Engineering Principles

- **4 Unit 4 — Food Plating, Presentation and Food Safety Standards**

— 6 classes

- › 4.1 Explore the Fundamentals of Food Plating Techniques
- › 4.2 Analyze the Role of Color and Texture in Food Presentation
- › 4.3 Apply Principles of Balance and Composition in Plate Design
- › 4.4 Evaluate Plate Presentation Examples in Professional Settings
- › 4.5 Investigate Food Safety Standards Relevant to Presentation
- › 4.6 Implement Best Practices for Safe Food Plating and Service

- **5 Unit 5 — Practical Assessment and Culinary Project** — 6 classes

- › 5.1 Assess Culinary Skills Through Practical Demonstration
- › 5.2 Develop a Culinary Project Proposal
- › 5.3 Implement Costing Techniques for Ingredients
- › 5.4 Execute Advanced Cooking Techniques and Presentation
- › 5.5 Evaluate and Critique Culinary Creations
- › 5.6 Present and Defend Culinary Project Outcomes

• 1 Unit 1 — Advanced Reservation Systems and OTA Platforms — 6 classes

- › 1.1 Explore the Fundamentals of Advanced Reservation Systems
- › 1.2 Analyze the Role of OTA Platforms in Hospitality
- › 1.3 Identify Key Features of Different Reservation Systems
- › 1.4 Compare and Contrast Popular OTA Platforms
- › 1.5 Implement Best Practices for Managing Reservations
- › 1.6 Evaluate Customer Experience using Advanced Reservation Tools

• 2 Unit 2 — Billing, Night Audit and Revenue Procedures — 6 classes

- › 2.1 Explain Key Billing Terminology in Hospitality
- › 2.2 Demonstrate the Process of Guest Check-Out and Billing
- › 2.3 Analyze Different Billing Methods and Their Applications
- › 2.4 Describe the Night Audit Process and Its Importance
- › 2.5 Evaluate Revenue Management Techniques in Front Office Operations
- › 2.6 Apply Night Audit Procedures to Real-World Scenarios

• 3 Unit 3 — Guest Relations and Handling Special Requests — 6 classes

- › 3.1 Understand the Importance of Guest Relations in Front Office Operations
- › 3.2 Identify Key Elements of Effective Communication with Guests
- › 3.3 Explore Techniques for Managing Special Requests Efficiently
- › 3.4 Develop Skills for Handling Guest Complaints and Feedback
- › 3.5 Practice Role-Playing Scenarios for Special Requests and Guest Interactions
- › 3.6 Implement Strategies for Enhancing Guest Satisfaction and Loyalty

• 4 Unit 4 — Front Office Technology — PMS and CRS — 6 classes

- › 4.1 Explore the Role of Technology in Front Office Operations
- › 4.2 Identify Key Features of Property Management Systems (PMS)
- › 4.3 Evaluate the Benefits of Central Reservation Systems (CRS)
- › 4.4 Compare PMS and CRS Functionality in Hospitality Settings
- › 4.5 Implement PMS for Enhanced Guest Experience Management
- › 4.6 Troubleshoot Common Issues in PMS and CRS Usage

• 5 Unit 5 — Hotel Operations Project and Assessment — 6 classes

- › 5.1 Analyze Hotel Operations Key Performance Indicators
- › 5.2 Assess Front Office Technology and Systems
- › 5.3 Explore Guest Service Standards in Hospitality
- › 5.4 Design an Effective Check-In and Check-Out Process
- › 5.5 Develop Strategies for Managing Guest Feedback
- › 5.6 Create an Action Plan for Enhancing Operational Efficiency

• 1 Unit 1 — Advanced Clinical Procedures and Patient Assessment — 6 classes

- › 1.1 Analyze Patient History for Effective Assessment
- › 1.2 Demonstrate Advanced Clinical Skills in Patient Examination
- › 1.3 Apply Evidence-Based Practices for Diagnostic Testing
- › 1.4 Evaluate Medical Imaging Techniques in Patient Care
- › 1.5 Integrate Patient-Centered Communication in Assessments
- › 1.6 Formulate Care Plans Based on Comprehensive Assessment Findings

• 2 Unit 2 — First Aid and Emergency Response Protocols — 6 classes

- › 2.1 Identify Common Medical Emergencies and Their Signs
- › 2.2 Demonstrate Basic First Aid Techniques for Minor Injuries
- › 2.3 Apply CPR Techniques for Adult and Child Victims
- › 2.4 Explain the Use of Automated External Defibrillators (AEDs)
- › 2.5 Execute Emergency Response Protocols for Choking
- › 2.6 Assess and Prioritize Care in Multi-Casualty Situations

• 3 Unit 3 — Hospital Records Management and IT Systems — 6 classes

- › 3.1 Understand Key Components of Hospital Records Management
- › 3.2 Explore Types of Hospital Records and Their Purposes
- › 3.3 Identify Legal and Ethical Considerations in Records Management
- › 3.4 Analyze the Role of IT Systems in Hospital Records Management
- › 3.5 Implement Best Practices for Effective Record Keeping
- › 3.6 Assess the Impact of Digital Transformation on Healthcare Records

• 4 Unit 4 — Infection Control, Sterilisation and Bio-waste — 6 classes

- › 4.1 Identify Common Infection Types and Their Transmission Pathways
- › 4.2 Explain the Importance of Hand Hygiene in Infection Control
- › 4.3 Analyze Different Sterilization Methods and Their Applications
- › 4.4 Implement Standard Operating Procedures for Sterilization
- › 4.5 Assess the Role of Personal Protective Equipment in Preventing Infections
- › 4.6 Develop a Bio-waste Management Plan for Healthcare Settings

• 5 Unit 5 — Healthcare Practical Project and Assessment — 6 classes

- › 5.1 Define Objectives for Healthcare Practical Projects
- › 5.2 Identify Stakeholders and Their Roles in Healthcare Projects
- › 5.3 Develop a Step-by-Step Plan for Project Implementation
- › 5.4 Conduct Risk Assessments and Mitigation Strategies
- › 5.5 Evaluate Project Outcomes Using Key Performance Indicators
- › 5.6 Present Findings and Recommendations from the Project

• 1 Unit 1 — Advanced Word Processing and Desktop Publishing — 6

classes

- › 1.1 Explore Advanced Formatting Techniques in Word Processing
- › 1.2 Implement Styles and Themes for Consistent Document Design
- › 1.3 Utilize Templates to Streamline Document Creation
- › 1.4 Integrate Tables and Graphics for Enhanced Presentation
- › 1.5 Create Multi-page Layouts for Professional Publications
- › 1.6 Publish and Share Documents Using Desktop Publishing Tools

• 2 Unit 2 — Database Management Fundamentals (MS Access) — 6

classes

- › 2.1 Understand the Basics of Database Concepts
- › 2.2 Explore MS Access Interface and Features
- › 2.3 Create a Simple Database in MS Access
- › 2.4 Design and Structure Tables for Data Management
- › 2.5 Develop Queries for Effective Data Retrieval
- › 2.6 Generate Reports to Present Database Information

• 3 Unit 3 — Advanced Spreadsheets — Formulas, Charts, Macros — 6

classes

- › 3.1 Create and Evaluate Complex Formulas in Spreadsheets
- › 3.2 Utilize Functions for Data Analysis and Calculation
- › 3.3 Design and Customize Interactive Charts for Data Visualization
- › 3.4 Implement Conditional Formatting to Enhance Spreadsheet Readability
- › 3.5 Automate Tasks with Basic Macros in Spreadsheets
- › 3.6 Integrate Advanced Features to Optimize Spreadsheet Performance

• 4 Unit 4 — Web Browsing, Email and Digital Collaboration Tools — 6

classes

- › 4.1 Explore Effective Web Browsing Techniques
- › 4.2 Understand URL Structure and Its Components
- › 4.3 Evaluate and Select Reliable Online Sources
- › 4.4 Master Email Communication Etiquette
- › 4.5 Utilize Digital Collaboration Tools for Teamwork
- › 4.6 Integrate Web Resources into Collaborative Projects

• 5 Unit 5 — IT Project Work and Practical Assessment — 6

- › 5.1 Define the Key Components of IT Project Management
- › 5.2 Explore the Project Lifecycle Phases in IT
- › 5.3 Identify Stakeholders and Their Roles in IT Projects
- › 5.4 Develop a Project Plan Using Relevant Tools and Techniques
- › 5.5 Implement Project Management Software for Tracking Progress
- › 5.6 Assess and Present Project Outcomes and Learnings

• 1 Unit 1 — Derivatives, Futures and Options — Introduction — 6

classes

- › 1.1 Define Derivatives and Their Purpose in Financial Markets
- › 1.2 Explore the Types of Derivative Instruments: Futures and Options
- › 1.3 Analyze the Mechanics of Futures Contracts and Their Usage
- › 1.4 Understand Options: Calls and Puts Explained
- › 1.5 Evaluate the Risks and Benefits of Trading Derivatives
- › 1.6 Apply Real-World Scenarios to Derivative Trading Strategies

• 2 Unit 2 — Mutual Fund Types and SIP Planning — 6

- › 2.1 Explore Different Types of Mutual Funds
- › 2.2 Compare Equity and Debt Mutual Funds
- › 2.3 Identify Key Features of Hybrid Funds
- › 2.4 Analyze the Benefits of Systematic Investment Plans (SIPs)
- › 2.5 Plan a Sample SIP Based on Financial Goals
- › 2.6 Evaluate the Performance of Mutual Funds and SIPs

• 3 Unit 3 — Digital Payments — UPI, Wallets and Net Banking — 6

classes

- › 3.1 Explore the Evolution of Digital Payments
- › 3.2 Understand the Mechanics of UPI Transactions
- › 3.3 Analyze the Features and Benefits of Digital Wallets
- › 3.4 Compare Net Banking and Digital Wallets for Everyday Use
- › 3.5 Assess the Security Aspects of Digital Payment Methods
- › 3.6 Implement a Real-World Scenario Using UPI for Transactions

• 4 Unit 4 — Insurance Products — Life, Health and General — 6

classes

- › 4.1 Explore the Fundamentals of Life Insurance
- › 4.2 Examine Health Insurance Options and Types
- › 4.3 Analyze Key Features of General Insurance Products
- › 4.4 Compare Life and Health Insurance Policies
- › 4.5 Assess the Role of Insurance in Risk Management
- › 4.6 Apply Insurance Concepts to Real-Life Scenarios

• 5 Unit 5 — Personal Portfolio and Financial Planning Project — 6

classes

- › 5.1 Identify Personal Financial Goals and Objectives
- › 5.2 Analyze Income and Expense Patterns
- › 5.3 Explore Investment Options for Diverse Portfolios
- › 5.4 Assess Risk Tolerance and Investment Strategies
- › 5.5 Create a Comprehensive Personal Finance Plan
- › 5.6 Present and Evaluate Investment Portfolio Performance

• 1 Unit 1 — Itinerary Planning and Tour Package Design — 6 classes

- › 1.1 Define Key Elements of Itinerary Planning
- › 1.2 Explore Types of Tour Packages
- › 1.3 Analyze Factors Influencing Itinerary Design
- › 1.4 Create a Sample Itinerary for a Short Trip
- › 1.5 Evaluate Tour Packages Against Customer Preferences
- › 1.6 Present a Customized Tour Package Proposal

• 2 Unit 2 — Tourism Products — Packages, MICE and Eco-tourism — 6 classes

- › 2.1 Analyze Different Types of Tourism Packages
- › 2.2 Explore the Components of MICE Tourism
- › 2.3 Evaluate the Impact of Eco-Tourism on Local Communities
- › 2.4 Create a Sample Itinerary for a MICE Event
- › 2.5 Design an Eco-Tourism Package Focused on Sustainability
- › 2.6 Present Your Tourism Package Proposal to the Class

• 3 Unit 3 — Cultural Awareness and Heritage Tourism — 6 classes

- › 3.1 Explore Key Concepts of Cultural Awareness in Tourism
- › 3.2 Identify the Impact of Heritage Tourism on Local Communities
- › 3.3 Analyze Various Forms of Cultural Heritage Sites
- › 3.4 Examine Ethical Considerations in Cultural Tourism Practices
- › 3.5 Develop Strategies for Promoting Sustainable Heritage Tourism
- › 3.6 Create a Cultural Awareness Campaign for a Heritage Destination

• 4 Unit 4 — Hotel Classification, Front Office and F&B Overview — 6 classes

- › 4.1 Analyze Hotel Classification Systems
- › 4.2 Explore Front Office Operations
- › 4.3 Examine Roles of Front Office Staff
- › 4.4 Investigate Food and Beverage Management
- › 4.5 Assess Customer Service Standards in Hospitality
- › 4.6 Apply Front Office and F&B Skills in Real-Life Scenarios

• 5 Unit 5 — Tourism Project — Plan and Present a Tour Package — 6 classes

- › 5.1 Identify Target Markets for Tour Packages
- › 5.2 Research Destinations and Attractions
- › 5.3 Develop a Unique Selling Proposition for Your Tour
- › 5.4 Create an Itinerary with Activities and Timing
- › 5.5 Design a Marketing Plan for Your Tour Package
- › 5.6 Present Your Tour Package to an Audience

• 1 Unit 1 — Digital Marketing — SEO, Social Media and Email — 6 classes

- › 1.1 Explore the Fundamentals of Digital Marketing
- › 1.2 Understand Search Engine Optimization (SEO) Principles
- › 1.3 Analyze the Role of Keywords in SEO Strategies
- › 1.4 Leverage Social Media Platforms for Brand Engagement
- › 1.5 Craft Effective Email Marketing Campaigns
- › 1.6 Evaluate the Impact of Integrated Digital Marketing Approaches

• 2 Unit 2 — Sales Planning, Forecasting and Target Setting — 6 classes

- › 2.1 Analyze Market Trends for Effective Sales Planning
- › 2.2 Develop Accurate Sales Forecasting Models
- › 2.3 Identify Key Performance Indicators for Sales Success
- › 2.4 Set SMART Sales Targets for Enhanced Team Performance
- › 2.5 Create a Sales Action Plan Based on Forecasting Data
- › 2.6 Evaluate and Adjust Sales Strategies Based on Outcomes

• 3 Unit 3 — Brand Management and Consumer Psychology — 6 classes

- › 3.1 Explore the Fundamentals of Brand Identity
- › 3.2 Analyze Consumer Perceptions in Branding
- › 3.3 Examine Emotional Branding Techniques
- › 3.4 Investigate Brand Loyalty and Consumer Behavior
- › 3.5 Apply Psychological Principles to Brand Positioning
- › 3.6 Create a Brand Development Strategy Based on Consumer Insights

• 4 Unit 4 — CRM and After-Sales Service — 6 classes

- › 4.1 Understand Customer Relationship Management (CRM) Fundamentals
- › 4.2 Explore Key CRM Tools and Technologies for Businesses
- › 4.3 Analyze the Importance of Customer Data in CRM Systems
- › 4.4 Develop Strategies for Effective After-Sales Service
- › 4.5 Evaluate Customer Feedback Mechanisms in After-Sales Service
- › 4.6 Implement a CRM Strategy to Enhance Customer Loyalty

• 5 Unit 5 — Marketing Campaign Project and Presentation — 6 classes

- › 5.1 Analyze Target Audience for Marketing Campaign
- › 5.2 Develop SMART Objectives for Campaign Success
- › 5.3 Create Compelling Messaging for Your Campaign
- › 5.4 Select Appropriate Channels for Campaign Delivery
- › 5.5 Measure and Evaluate Campaign Performance Metrics
- › 5.6 Present Marketing Campaign Strategies Effectively

• 1 Unit 1 — Video Production — Planning, Shooting and Editing — 6 classes

- › 1.1 Define Video Production Objectives and Target Audience
- › 1.2 Create a Comprehensive Video Production Plan
- › 1.3 Select Appropriate Equipment and Resources for Shooting
- › 1.4 Execute Effective Shooting Techniques for Video Production
- › 1.5 Apply Basic Editing Techniques Using Multimedia Software
- › 1.6 Assess and Revise Video Projects Based on Feedback

• 2 Unit 2 — Web Design Basics — HTML and CSS Introduction — 6 classes

- › 2.1 Explore the Structure of HTML Documents
- › 2.2 Identify Common HTML Tags and Their Uses
- › 2.3 Understand CSS Fundamentals and Selectors
- › 2.4 Apply Inline and Internal CSS Styles
- › 2.5 Create a Simple Webpage Layout with HTML and CSS
- › 2.6 Evaluate and Troubleshoot HTML and CSS in Real-time

• 3 Unit 3 — Digital Publishing — Brochures, Posters, Infographics — 6 classes

- › 3.1 Explore the Principles of Effective Brochure Design
- › 3.2 Analyze Visual Elements in Poster Creation
- › 3.3 Identify Key Components of Infographic Development
- › 3.4 Utilize Software Tools for Brochure Layout
- › 3.5 Create an Engaging Poster for a Client Brief
- › 3.6 Develop a Data-Driven Infographic Using Real Data

• 4 Unit 4 — Social Media Content Creation and Analytics — 6 classes

- › 4.1 Explore the Fundamentals of Social Media Platforms
- › 4.2 Identify Target Audience and Content Requirements
- › 4.3 Generate Creative Content Ideas for Social Media
- › 4.4 Design Engaging Visuals for Social Media Posts
- › 4.5 Develop a Content Calendar for Effective Posting
- › 4.6 Analyze Engagement Metrics to Improve Content Strategy

• 5 Unit 5 — Multimedia Portfolio and Final Project — 6 classes

- › 5.1 Analyze Successful Multimedia Portfolios
- › 5.2 Identify Key Components of a Multimedia Project
- › 5.3 Create a Project Proposal for Your Multimedia Idea
- › 5.4 Develop Visual and Audio Elements for Your Portfolio
- › 5.5 Assemble and Organize Your Multimedia Portfolio
- › 5.6 Present and Critique Your Final Multimedia Project

• 1 Unit 1 — Integrated Multi-Skill Assessment — Services — 6 classes

- › 1.1 Identify Key Components of Integrated Multi-Skill Assessment
- › 1.2 Explore the Benefits of Multi-Skill Assessment in Services
- › 1.3 Analyze Different Methods of Assessing Multi-Skill Competence
- › 1.4 Develop Criteria for Effective Multi-Skill Assessments
- › 1.5 Design an Integrated Multi-Skill Assessment Framework
- › 1.6 Implement and Evaluate a Pilot Multi-Skill Assessment

• 2 Unit 2 — Advanced Communication and Interview Readiness — 6 classes

- › 2.1 Analyze Effective Verbal and Non-Verbal Communication Techniques
- › 2.2 Develop Active Listening Skills Through Role-Playing Exercises
- › 2.3 Construct a Personal Communication Style Statement
- › 2.4 Explore Common Interview Formats and Their Expectations
- › 2.5 Practice Common Interview Questions with Peer Feedback
- › 2.6 Reflect and Plan for Continuous Improvement in Communication Skills

• 3 Unit 3 — Workplace Simulation and Industry Orientation — 6 classes

- › 3.1 Understand Workplace Dynamics and Culture
- › 3.2 Identify Essential Skills for Industry Success
- › 3.3 Demonstrate Effective Communication in the Workplace
- › 3.4 Explore Problem-Solving Techniques in Real-World Scenarios
- › 3.5 Engage in Team Building Activities for Collaboration
- › 3.6 Apply Industry Knowledge in Workplace Simulations

• 4 Unit 4 — Resume Writing, Portfolio and Career Planning — 6 classes

- › 4.1 Identify Key Components of an Effective Resume
- › 4.2 Create a Tailored Resume for Job Applications
- › 4.3 Develop a Professional Portfolio to Showcase Skills
- › 4.4 Understand the Importance of Online Professional Presence
- › 4.5 Explore Career Planning Strategies for Future Success
- › 4.6 Evaluate Job Opportunities and Network Effectively

• 5 Unit 5 — Internship Report and Exit Assessment — 6 classes

- › 5.1 Analyze the Structure of an Internship Report
- › 5.2 Define Key Components of Effective Exit Assessments
- › 5.3 Develop a Comprehensive Internship Report Outline
- › 5.4 Evaluate Internship Experiences for Exit Assessment Criteria
- › 5.5 Create Engaging Presentations for Internship Findings
- › 5.6 Reflect on Personal Growth and Skills after the Internship

• 1 Unit 1 — Advanced Coaching Techniques for Team Sports — 6 classes

- › 1.1 Analyze Team Dynamics for Enhanced Performance
- › 1.2 Develop Strategic Communication Techniques in Coaching
- › 1.3 Implement Advanced Drills to Improve Skill Levels
- › 1.4 Foster Mental Resilience through Team-Building Activities
- › 1.5 Assess Individual Player Development Using Performance Metrics
- › 1.6 Design Game Scenarios for Tactical Awareness and Adaptability

• 2 Unit 2 — Fitness Assessment and Personalised Training Plans — 6 classes

- › 2.1 Analyze Individual Fitness Levels Using Assessment Tools
- › 2.2 Identify Key Components of Fitness for Personal Goals
- › 2.3 Create Effective Fitness Assessment Criteria for Clients
- › 2.4 Design Personalized Training Plans Based on Assessment Results
- › 2.5 Implement Monitoring Strategies to Track Fitness Progress
- › 2.6 Evaluate and Adjust Training Plans to Optimize Client Outcomes

• 3 Unit 3 — Nutrition for Athletes and Sports Performance — 6 classes

- › 3.1 Assess Macros and Micros for Optimal Athletic Nutrition
- › 3.2 Analyze Nutritional Needs Based on Sport-Specific Demands
- › 3.3 Implement Hydration Strategies for Enhanced Performance
- › 3.4 Develop Pre- and Post-Workout Nutrition Plans
- › 3.5 Evaluate the Role of Supplements in Athletic Performance
- › 3.6 Create Personalized Nutrition Guidelines for Athletes

• 4 Unit 4 — Sports Event Planning and Management — 6 classes

- › 4.1 Identify Key Components of Effective Sports Events
- › 4.2 Develop a Comprehensive Sports Event Plan
- › 4.3 Allocate and Manage Resources for Sports Events
- › 4.4 Establish Risk Management Strategies for Sports Events
- › 4.5 Implement Marketing Strategies for Sports Event Promotion
- › 4.6 Evaluate and Reflect on Sports Event Outcomes

• 5 Unit 5 — Physical Trainer Portfolio and Practical Assessment — 6 classes

- › 5.1 Develop a Personal Trainer Portfolio Outline
- › 5.2 Identify Key Components of a Successful Portfolio
- › 5.3 Create Effective Case Studies for Client Progress
- › 5.4 Design a Practical Assessment Plan for Client Needs
- › 5.5 Implement Feedback Strategies from Assessments
- › 5.6 Present a Comprehensive Trainer Portfolio Review

• 1 Unit 1 — Inventory Management and Stock Control — 6 classes

- › 1.1 Define and Explore Key Concepts of Inventory Management
- › 1.2 Identify Types of Inventory and Their Importance in Retail
- › 1.3 Evaluate Stock Control Techniques and Their Applications
- › 1.4 Analyze Inventory Metrics for Effective Management
- › 1.5 Implement Inventory Management Software Tools
- › 1.6 Develop a Strategic Plan for Effective Stock Control

• 2 Unit 2 — Customer Relationship Management (CRM) Basics — 6 classes

- › 2.1 Define Customer Relationship Management and Its Importance
- › 2.2 Identify Key Components of CRM Systems
- › 2.3 Explore Customer Segmentation Strategies in CRM
- › 2.4 Analyze the Role of Data Analytics in Enhancing CRM
- › 2.5 Implement Effective Communication Strategies Using CRM
- › 2.6 Develop a Customer Retention Plan Utilizing CRM Techniques

• 3 Unit 3 — Visual Merchandising and Store Layout Design — 6 classes

- › 3.1 Analyze Key Principles of Visual Merchandising
- › 3.2 Explore Different Types of Store Layouts
- › 3.3 Evaluate the Impact of Color and Lighting in Retail Spaces
- › 3.4 Design an Effective Product Display for Customer Engagement
- › 3.5 Assess the Role of Signage in Visual Merchandising
- › 3.6 Create a Store Layout Plan for a Retail Business

• 4 Unit 4 — E-commerce and Online Retail Platforms — 6 classes

- › 4.1 Explore the Basics of E-commerce and Online Retail
- › 4.2 Identify Key E-commerce Business Models
- › 4.3 Analyze User Experience in Online Shopping
- › 4.4 Examine Payment Solutions and Security in E-commerce
- › 4.5 Investigate Effective Online Marketing Strategies
- › 4.6 Implement a Mini E-commerce Project Using Online Platforms

• 5 Unit 5 — Retail Project — Planning and Industry Visit Report — 6 classes

- › 5.1 Analyze Retail Project Objectives and Goals
- › 5.2 Research Industry Trends and Market Analysis
- › 5.3 Develop a Comprehensive Retail Project Plan
- › 5.4 Create a Budget and Financial Forecast for Retail Projects
- › 5.5 Conduct an Industry Visit: Preparation and Expectations
- › 5.6 Compile and Present the Industry Visit Report

• 1 Unit 1 — Advanced Asanas — Inversions and Balance Postures

• 2 Unit 2 — Therapeutic Yoga for Common Ailments

• 3 Unit 3 — Advanced Pranayama and Bandha Techniques

• 4 Unit 4 — Yoga Philosophy — Patanjali's Ashtanga Yoga

• 5 Unit 5 — Yoga Instructor Basics — Cueing and Class Planning

