

S. No.	Week No.	Name of Topic	No. of Hours
1	1st	Safe working practices • Scope of the COPA trade. • Safety rules and safety signs. • Types and working of fire extinguishers.	6
2		Introduction to Computer components • Introduction to computer system. Concepts of Hardware and Software. • Function of motherboard components and various processors. • Various Input/ Output devices in use and their features.	