

CIST DEO Curricula

Training	Total	Q1	Q2
TECHNICAL TRAINING	243	106	137
Introduction to computer	22	22	0
Introduction to Internet	17	17	0
Typing	92	43	49
Open Office	24	24	0
Microsoft Office	30	0	30
Problem Solving	25	0	25
Data Structure	21	0	21
MS Outlook for emails	6	0	6
DocWorks	6	0	6
GENERAL TRAINING	500	230	270
History and Geography	14	14	0
Mathematics	32	16	16
Sports	0	0	0
English	320	160	160
English Grammar	80	40	40
English Reading & Vocab	80	40	40
English Speaking	80	40	40
English Writing	80	40	40
Business Life	134	40	94
Company Knowledge	24	10	14
Company visits	8	4	4
General Knowledge	18	8	10
Professional Life	58	14	44
DDD Specifics	26	4	22
Total Training	<u>743</u>	336	407

