

## Mastering the In-Basket Exercise

#### COURSE DESCRIPTION

This seminar will focus on making the Right Decisions when tackling issues in the In-Basket Exercise. Understanding Compliance with Departmental Rules, Regulations, Polices, Procedures and laws of the Commonwealth when everyday ethical and moral conflicts are present is essential. It will focus on several key factors which often prevent candidates from making the right choice in these situations and will provide insight into how to successfully work through them. Seminar participants will review priority choices through the use of realistic job scenarios which require difficult decision-making analysis. Each decision will be reviewed, evaluated and analyzed in class.

#### TOPICS TO BE DISCUSSED

- Compliance with policies, procedures, rules and regulations when making decisions
- >> The leadership "Perspective"
- >> How the public trust impacts leadership decisions
- >> What makes an item a high priority?
- >> Factors that impact the "Actions Required" by the candidate
- Understanding and successfully completing the required task

INSTRUCTOR

Alfred P. Donovan Training Unit:

Special Investigations Unit APD Management, Inc.

THE SEMINAR INVOLVES PARTICIPATING IN PRACTICE EXERCISES AND EVALUATION AND ANALYZING THE RESULTS.

COSTE \$179

# **Police Sergant In Basket Exercise Examples**

**Lingjun Ying** 

**Police Sergant In Basket Exercise Examples:** 

## Decoding Police Sergant In Basket Exercise Examples: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Police Sergant In Basket Exercise Examples**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

https://crm.avenza.com/book/publication/index.jsp/pigeon%20dissection%20guide.pdf

## **Table of Contents Police Sergant In Basket Exercise Examples**

- 1. Understanding the eBook Police Sergant In Basket Exercise Examples
  - The Rise of Digital Reading Police Sergant In Basket Exercise Examples
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Police Sergant In Basket Exercise Examples
  - Exploring Different Genres
  - o Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Police Sergant In Basket Exercise Examples
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Police Sergant In Basket Exercise Examples
  - Personalized Recommendations
  - Police Sergant In Basket Exercise Examples User Reviews and Ratings
  - Police Sergant In Basket Exercise Examples and Bestseller Lists

- 5. Accessing Police Sergant In Basket Exercise Examples Free and Paid eBooks
  - Police Sergant In Basket Exercise Examples Public Domain eBooks
  - Police Sergant In Basket Exercise Examples eBook Subscription Services
  - Police Sergant In Basket Exercise Examples Budget-Friendly Options
- 6. Navigating Police Sergant In Basket Exercise Examples eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Police Sergant In Basket Exercise Examples Compatibility with Devices
  - Police Sergant In Basket Exercise Examples Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Police Sergant In Basket Exercise Examples
  - Highlighting and Note-Taking Police Sergant In Basket Exercise Examples
  - Interactive Elements Police Sergant In Basket Exercise Examples
- 8. Staying Engaged with Police Sergant In Basket Exercise Examples
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Police Sergant In Basket Exercise Examples
- 9. Balancing eBooks and Physical Books Police Sergant In Basket Exercise Examples
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Police Sergant In Basket Exercise Examples
- 10. Overcoming Reading Challenges
  - o Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Police Sergant In Basket Exercise Examples
  - Setting Reading Goals Police Sergant In Basket Exercise Examples
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Police Sergant In Basket Exercise Examples
  - Fact-Checking eBook Content of Police Sergant In Basket Exercise Examples
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

#### **Police Sergant In Basket Exercise Examples Introduction**

Police Sergant In Basket Exercise Examples Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Police Sergant In Basket Exercise Examples Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Police Sergant In Basket Exercise Examples: This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Police Sergant In Basket Exercise Examples: Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Police Sergant In Basket Exercise Examples Offers a diverse range of free eBooks across various genres. Police Sergant In Basket Exercise Examples Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Police Sergant In Basket Exercise Examples Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Police Sergant In Basket Exercise Examples, especially related to Police Sergant In Basket Exercise Examples, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Police Sergant In Basket Exercise Examples, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Police Sergant In Basket Exercise Examples books or magazines might include. Look for these in online stores or libraries. Remember that while Police Sergant In Basket Exercise Examples, sharing copyrighted material without permission is not legal. Always ensure your either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Police Sergant In Basket Exercise Examples eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Police Sergant In Basket Exercise Examples full book, it can give you a taste of the authors

writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Police Sergant In Basket Exercise Examples eBooks, including some popular titles.

#### FAQs About Police Sergant In Basket Exercise Examples Books

- 1. Where can I buy Police Sergant In Basket Exercise Examples books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
- 2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
- 3. How do I choose a Police Sergant In Basket Exercise Examples book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
- 4. How do I take care of Police Sergant In Basket Exercise Examples books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
- 5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
- 6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
- 7. What are Police Sergant In Basket Exercise Examples audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.
- 8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
- 9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or

- community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
- 10. Can I read Police Sergant In Basket Exercise Examples books for free? Public Domain Books: Many classic books are available for free as theyre in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

#### Find Police Sergant In Basket Exercise Examples:

pigeon dissection guide
pierburg 2e carburetor manual
pioneer vsx 43 elite manual
pioneer fhp80 service manual
pinus male cone and female cone diagram
pinout diagram of 741 op amp
pipefitting trainee guide
pioneer deh1300mp manual
pioneer gm 2000 manual
picon console manual
piracy the best business model available
pilots in command your best trip every trip kindle edition
pictures of slope project
pioneer deh 27mp manual
pipefitters test study quide

#### **Police Sergant In Basket Exercise Examples:**

fiitjee archive pdf download free archives page 2 of 3 online - Mar 31 2022

web fiitjee chapterwise dpp level i level ii and level iii question paper answer key for jee mains and advanced examination in pdf fiitjee chemistry rankers study material rsm for jee mains and advanced examination in pdf fiitjee test series 2019 mathematics allen kota study material mathematics bansal classes study material

fiitjee archive pcm for jee main question bank with solution - Dec 08 2022

web jan 1 2019 amazon in buy fiitjee archive pcm for jee main question bank with solution 2019 edition megacosm book

online at best prices in india on amazon in read fiitjee archive pcm for jee main question bank with solution 2019 edition megacosm book reviews author details and more at amazon in free delivery on *electrostatic library* - May 01 2022

web mar 16 2021 4 improves chance to get in iit by 62 you may not believe this but it is true practising best questions increase your chances to get in iit by 62 5 including previous 40 years jee advanced questions for being jee ready it also has previous 40 years jee advanced questions with solutions 6 answers to every question in the

## fiitjee archives jee mains advanced boards set - Nov 07 2022

web aug 15 2018 fiitjee paperback 4 offers from 5 440 00 fiitjee 2019 edition 11th 12th study material for iit jee mains and advance with review package work book grand master package fiitjee 20 unbound 3 offers from 5 495 00 toppersnotes jee mains advance exam 2023 physics mathematics and chemistry study material in

## maximina thome book free fiitjee archive solutions - Feb 27 2022

web free fiitjee archive solutions introduction this particular free fiitjee archive solutions pdf begin in the manner of introduction brief session till the index glossary page see at the table of content for new information following presented it s going to focus on mostly virtually the above subject together taking into account new

## fiitjee download iit jee sample papers - Aug 16 2023

web fiitjee download repository offers a range of program brochures center achievements student performances as well as a range of study resources for jee advanced main including aits sample test papers ntse kvpy olympiad solutions

## buy fiitjee archive pcm for jee advanced 2019 edition - Oct 06 2022

web jan 1 2019 amazon in buy fiitjee archive pcm for jee advanced 2019 edition question bank with solutions megacosm book online at best prices in india on amazon in read fiitjee archive pcm for jee advanced 2019 edition question bank with solutions megacosm book reviews author details and more at amazon in free

#### fiitjee archive solutions ci kubesail - Dec 28 2021

web fiitjee archive solutions downloaded from ci kubesail com by guest dorsey raiden archives and archiving universities press key features a large number of preparatory problems with solutions to sharpen problem solving aptitude in physics ideal for developing an intuitive approach to physics inclusion of a number of problems from the solutions to jee advanced 2022 paper 1 fiitjee - Apr 12 2023

web fiitjee ltd fiitjee house 29 a kalu sarai sarvapriya vihar new delhi 110016 ph 46106000 26569493 fax 26513942 website fiitjee com 10 a when x q the magnitude of the electric field at o is zero b when x

## fiitjee download iit jee sample papers fiitjee archive solutions - Jul 03 2022

web jun 6 2023 fiitjee download repository packages a range von program brochures center attainments student

performances as well as a range of study resources for jee advanced main including aits sample test papers ntse kvpy olympiad solutions

## fiitjee study resources - Sep 05 2022

web fiitjee download repository offers a range of program brochures center achievements student performances as well as a range of study resources for jee advanced main including aits sample test papers ntse kvpy olympiad solutions fiitjee archives jeemain guru - Jul 15 2023

web dec 10 2018 now download fiitjee full test papers for jee main with solutions time allotted is 3hrs max marks are 360 part 1 is physics part 2 is chemistry part 3 is maths marking scheme for three parts each part read more pdf download fiitjee maths question bank for iitjee jeemain guru december 13 2018 2

fiitjee download iit jee sample papers fiitjee archive - Feb 10 2023

web fiitjee download repository advances a range von schedule brochures middle performances student performances such well as a range of study resources for jee advanced main inclusion aits sample test writing ntse kvpy olympiad solutions **archive youtube** - Jun 02 2022

web fiitjee archive solution

download fiitjee iit jee study material work book issuu - Jan 09 2023

web oct 5 2020 download fiitjee iit jee study material work book grand master package by fiitjee latest edition specially for jee mains and advanced examination 2021 free of cost from

fiitjee download iit jee sample papers kvpy archive class - Aug 04 2022

web fiitjee downloaded recycle offers a range of run brochures center achievements student performances as well as an range of study capital used jee advanced hauptteil including aits samples test papers ntse kvpy olympics solutions **fiitjee jeebytes** - Mar 11 2023

web apr 29 2021 fiitjee fiitjee test series for jee advanced 2021 pdf jee bytes may 5 2021 in fiitjee fiitjee test series for jee advanced 2021 fiit jee advanced mock test for jee advanced 2020 21 batches 12th studying 12 passed physics chemistry mathematics mock 1 to 5 maximum marks 300 time read more

i want to get the fiitjee archive how do you get it quora - May 13 2023

web vdom dhtml tml i want to get the fiitjee archive how do you get it

#### fiitjee full jee gmp archives solutions 2022 23 - Jun 14 2023

web aug 13 2023 fiitjee full jee gmp archives solutions 2022 23 3 000 negotiable complete set of fiitjee books for preparation for iit jee mains and advanced preparation

fiitjee archive solutions pdf free download fiitjee - Jan 29 2022

web fiitjee archive solutions newest update instructor s solutions manual history fiitjee pdt 2014 answer push jee answer key of by fiitjee evt 2014 answerkey last update fiitjee evt 6th april 2014 answer key last modernize fiitjee 6 april 2014 pdt answer key last update fiitjee

amy winehouse back to black lyric video youtube - Aug 05 2022

web nov 2 2016 by amywinehousevevo the official lyric video for back to black by amy winehouse this track is the third single from the back to black album and was released on 30th april 2007

#### amy winehouse diskografisi vikipedi - Jun 03 2022

web amy winehouse live the orange lounge kayıt 11 mayıs 2007 yayınlanma 23 ekim 2007 us 60 Şirket universal republic format dvd back to black rehab you know i m no good ve love is a losing game şarkılarının akustik stüdyo versiyonları da bulunmaktadır i told you i was trouble live in london kayıt 9 mart 2007 61

## müziğin dokunduğu hüzünlü bir hayat amy winehouse - Jan 30 2022

web 14 eylül 1983 te doğan amy winehouse çocukluğundan beri müzikle iç içeydi arkadaşlarıyla ilk rap grubunu kurduğunda daha 10 yaşındaydı 13 yaşında ilk gitarını aldı 16 sında ise ilk albüm anlaşmasını yaptı winehouse ailesinde birçok caz sanatçısı vardı üstelik amy winehouse un babaannesi de bir şarkıcıydı

## amy winehouse neden öldü amy winehouse hayatı hakkında - Nov 08 2022

web 24 07 2021 11 39 son güncellenme 24 07 2021 11 40 unutulmaz şarkıların sahibi amy winehouse ölümünün 10 yılında anılıyor sansasyonel yaşamı bitmek bilmeyen büyük aşkı

top 10 best amy winehouse songs youtube - Feb 28 2022

web nov 15 2016 top 10 amy winehouse songssubscribe youtube com c msmojo sub confirmation 1 amy winehouse was a vocal powerhouse her career may have been short

gözler Önünde tükenen bir hayat amy winehouse brandlife - May 02 2022

web amy nin 20 li yaşlarında yayınlanan bu ilk albüm oldukça başarılı bulunuyor ve amy i ödüllerle tanıştırıyor frank dönemindeki amy winehouse a baktığınızda gerçekten gelecek vadeden zeki ve hayat dolu bir kızla karşılaşıyorsunuz adeta ışıl ışıl parlıyor

amy winehouse youtube music - Dec 09 2022

web amy jade winehouse was an english singer and songwriter she was known for her deep expressive contralto vocals and her eclectic mix of musical genres including soul rhythm and blues reggae and jazz

amywinehousevevo youtube - May 14 2023

web amy winehouse on vevo official music videos live performances interviews and more

10 years after her death amy winehouse is still so important - Jul 04 2022

web jul 23 2021 there s a now famous clip of acoustic version of amy winehouse singing love is a losing game winehouse in what appears to be a recording booth rings every emotional nuance from her

## the diaries of amy winehouse i m the nutter of the class - Apr 01 2022

web aug 28 2023 the diaries of amy winehouse i m the nutter of the class loud and mouthing off using family photographs journals letters and handwritten lyrics a new book sheds fresh light on

## amy winehouse wikipedia - Aug 17 2023

web musical artist amy jade winehouse 14 september 1983 23 july 2011 was an english singer and songwriter she was known for her deep expressive contralto vocals and her eclectic mix of musical genres including soul rhythm and blues reggae and jazz

amy winehouse death songs age biography - Apr 13 2023

web apr 3 2014 famous british people amy winehouse amy winehouse won five grammy awards connected to her 2006 album back to black and is remembered for songs like rehab and valerie updated jul 17

## a decade after she died i can finally grieve the amy - Sep 06 2022

web sep 11 2021 coming to terms with the loss of my friend amy winehouse amid the media frenzy that surrounded her death has taken me 10 years

## amy winehouse official site - Jan 10 2023

web amazon music logo youtube music logo

amy winehouse youtube - Jul 16 2023

web the official lyric video for amy s song back to black from her grammy award winning album of the same name celebrating 15 years since release explore the music of amy winehouse

amy winehouse s 20 greatest songs ranked the guardian - Jun 15 2023

web jul 22 2021 with the 10th anniversary of her death this week rediscover the best of winehouse s discography where heartbreak and anger are mixed up with wit and joy by alexis petridis thu 22 jul 2021 08

#### amy winehouse rehab youtube - Oct 07 2022

web dec 23 2009 amy winehouse 3 38m subscribers subscribe 1 9m 329m views 13 years ago the official music video for rehab by amy winehouse directed by phil griffin and released in september 2006 this video amy winehouse imdb - Feb 11 2023

web 42 photos amy jade winehouse was born on september 14 1983 in enfield london england and raised in southgate london england to janis holly collins née seaton a pharmacist mitchell mitch winehouse a window panel installer and taxi driver her family shared her love of theater and music

amy winehouse vikipedi - Sep 18 2023

web amy jade winehouse d 14 eylül 1983 ö 23 temmuz 2011 1 İngiliz şarkıcı ve şarkı sözü yazarı güçlü kontralto vokalleri 2 ile rnb soul ve caz türlerinde yaptığı çalışmalarla bilinmekteydi 3 winehouse ın 2003 te çıkan ilk albümü frank başarılı satış grafiğinin yanı sıra eleştirmenlerce de beğenildi ve merkür Ödülü ne aday gösterildi

## amy winehouse biography songs death documentary - Mar 12 2023

web oct 13 2023 amy winehouse british singer songwriter who skyrocketed to fame as a result of the critically acclaimed grammy award winning album back to black

financial management text problems and cases paperback - Dec 15 2022

web jul 1 2017 915 00 243 in stock financial management by khan and jain continues to aid the financial manager by lucidly explaining theories concepts and techniques

financial management text problems and - Jul 22 2023

web financial management by khan and jain is one book in the indian market which deals with topics following step by step learning approach backed by large number of solved

## financial management m y khan p k jain amazon in books - Oct 13 2022

web financial management 8th edition is written by p k jain m y khan and published by mcgraw hill education india the digital and etextbook isbns for financial

financial management textbooks - Mar 18 2023

web financial management 7e m y khan p k jain google books m y khan p k jain tmh pub 1995 1448 pages new to this edition updated section on indian

financial management my khan and jain text problems and - May 08 2022

web financial management by khan and jain is one book in the indian market which deals with topics following a step by step learning approach backed by a large number of

<u>financial management m y khan p k jain google books</u> - Nov 14 2022

web jul 1 2017  $\,$  1 138 00 free delivery sold by ebookstore see this image basic financial management 3rd edn paperback illustrated 1 july 2017 by m y

financial management by khan and jain 7th edition - Nov 02 2021

## financial management text problems cases m y - Feb 05 2022

web financial management by khan is a financial management software designed to help businesses quickly and easily manage their finances it helps businesses track their

financial management 8th edition vitalsource - Aug 11 2022

web financial management text and problems by m y khan p k jain isbn10 007451721x isbn13 978 0074517215 author m y khan p k jain title financial management

financial management khan and jain harvard university - Oct 01 2021

## financial management by khan and jain 7th edition pdf - Dec 03 2021

web on line proclamation financial management khan and jain as without difficulty as review them wherever you are now corporate financial structure and value of the firm dr

## financial management text problems and cases - Feb 17 2023

web top search results from the abebooks marketplace financial management text problems and cases m y khan p k jain published by mc graw hill

## financial management accounting finance business - Apr 19 2023

web aug 7 2020 financial management by khan and jain is one book in the indian market which deals with topics following step by step learning approach backed by large

basic financial management 3rd edn paperback - Sep 12 2022

web financial management by khan and jain is one book in the indian market which deals with topics following step by step learning approach backed by large number of solved

## management accounting 7 e m y khan p k jain google books - Jan 04 2022

web financial management by khan and jain 7th edition research 2023 2030 in 2022 25 of the uae s financial wealth came from ultra highworth individuals worth more than

## financial management text and problems by m y khan p k jain - Jun 09 2022

web financial management khan jain 7th edition download free pdf or buy books home financial management khan jain 7th edition download financial management

## download financial management khan jain 7th edition pdf - Apr 07 2022

web financial management text problems cases m y khan p k jain mcgraw hill pragationline com home bba bba ca bba ib mba mca management

financial management 7e m y khan p k jain google books - Jan 16 2023

web financial management authors m y khan p k jain edition illustrated publisher tata mcgraw hill 1982 isbn 007451721x 9780074517215 length 771 pages

financial management by khan jain new and second hand - Mar 06 2022

web nov 3 2017 mcgraw hill education india private limited nov 3 2017 1172 pages the seventh edition of management accounting continues to offer its readers an in depth

## financial management text problems and cases by m y khan - Jun 21 2023

web jan 1 2007 financial management by khan and jain is one book in the indian market which deals with topics following step by step learning approach backed by large

## financial management khan jain google books - Aug 23 2023

web may 1 2007 title financial management author khan jain publisher mcgraw hill education india pvt limited 2007 isbn 0070656142 9780070656147

financial management text problems and cases 8th edition - Jul 10 2022

web product details isbn 10 9786222741 isbn 13 978 9786222745 best sellers rank 507 343 in books see top 100 in books customer reviews 2 ratings what other

financial management text problems and cases 8e - May 20 2023

web nov 8 2018 financial management by khan and jain is one book in the indian market which deals with topics following step by step learning approach backed by large number