

# CBSE | DEPARTMENT OF SKILL EDUCATION

## CURRICULUM FOR SESSION 2023-2024

### EMPLOYABILITY SKILLS

(COMMON FOR ALL SKILL COURSES)

#### CLASS X

| UNIT NO. | UNIT NAME  |
|----------|--|
| Unit 1   | Communication Skills – II                            |
| Unit 2   | Self- Management Skills – II                         |
| Unit 3   | Information and Communication Technology Skills – II |
| Unit 4   | Entrepreneurial Skills- II                           |
| Unit 5   | Green Skills - II                                    |

#### UNIT 1: COMMUNICATION SKILLS – II

| LEARNING OUTCOMES  | THEORY   | PRACTICAL  |
|--|--|--|
| 1. Demonstrate knowledge of various methods of communication | 1. Methods of communication<br>- Verbal<br>- Non-verbal<br>- Visual  | 1. Writing pros and cons of written, verbal and non-verbal communication<br>2. Listing do's and don'ts for avoiding common body language mistakes  |
| 2. Provide descriptive and specific feedback                 | 1. Communication cycle and importance of feedback<br>2. Meaning and importance of feedback<br>3. Descriptive feedback - written comments or conversations<br>4. Specific and non-specific feedback | 1. Constructing sentences for providing descriptive and specific feedback  |
| 3. Apply measures to overcome barriers in communication      | 1. Barriers to effective communication – types and factors<br>2. Measures to overcome barriers in effective communication  | 1. Enlisting barriers to effective communication<br>2. Applying measures to overcome barriers in communication   |
| 4. Apply principles of communication                         | 1. Principles of effective communication<br>2. 7 Cs of effective communication   | 1. Constructing sentences that convey all facts required by the receiver<br>2. Expressing in a manner that shows respect to the receiver of the message<br>3. Exercises and games on applying 7Cs of effective communication |
| 5. Demonstrate basic writing skills                          | 1. Writing skills to the following:<br>- Sentence<br>- Phrase<br>- Kinds of Sentences<br>- Parts of Sentence<br>- Parts of Speech<br>- Articles<br>- Construction of a Paragraph                   | 1. Demonstration and practice of writing sentences and paragraphs on topics related to the subject   |

## UNIT 2: SELF - MANAGEMENT SKILLS – II

| LEARNING OUTCOMES                                | THEORY  | PRACTICAL  |
|--|---|--|
| 1. Apply stress management techniques            | <ol style="list-style-type: none"> <li>1. Meaning and importance of stress management</li> <li>2. Stress management techniques – physical exercise, yoga, meditation</li> <li>3. Enjoying, going to vacations and holidays with family and friends</li> <li>4. Taking nature walks</li> </ol> | <ol style="list-style-type: none"> <li>1. Exercises on stress management techniques – yoga, meditation, physical exercises</li> <li>2. Preparing a write-up on an essay on experiences during a holiday trip</li> </ol>  |
| 2. Demonstrate the ability to work independently | <ol style="list-style-type: none"> <li>1. Importance of the ability to work independently</li> <li>2. Describe the types of self-awareness</li> <li>3. Describe the meaning of self-motivation and self-regulation</li> </ol>   | <ol style="list-style-type: none"> <li>1. Demonstration on working independently</li> <li>2. goals</li> <li>3. Planning of an activity</li> <li>4. Executing tasks in a specific period, with no help or directives</li> <li>5. Demonstration on the qualities required for working independently</li> </ol> |

## UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – II

| LEARNING OUTCOMES  | THEORY  | PRACTICAL   |
|--|---|---|
| 1. Distinguish between different operating systems         | <ol style="list-style-type: none"> <li>1. Classes of operating systems</li> <li>2. Menu, icons and task bar on the desktop</li> <li>3. File concept, file operations, file organization, directory structures, and file-system structures</li> <li>4. Creating and managing files and folders</li> </ol>  | <ol style="list-style-type: none"> <li>1. Identification of task bar, icons, menu, etc.</li> <li>2. Demonstration and practicing of creating, renaming and deleting files and folders, saving files in folders and sub-folders, restoring files and folders from recycle bin</li> </ol> |
| 2. Apply basic skills for care and maintenance of computer | <ol style="list-style-type: none"> <li>1. Importance and need of care and maintenance of computer <ul style="list-style-type: none"> <li>- Cleaning computer components</li> <li>- Preparing maintenance schedule</li> <li>- Protecting computer against viruses</li> <li>- Scanning and cleaning viruses and removing SPAM files, temporary files and folders</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software</li> </ol>   |

## UNIT 4: ENTREPRENEURIAL SKILLS- II

| LEARNING OUTCOMES                                      | THEORY  | PRACTICAL  |
|--|---|--|
| 1. List the characteristics of successful entrepreneur | <ol style="list-style-type: none"> <li>1. Entrepreneurship and society</li> <li>2. Qualities and functions of an entrepreneur</li> <li>3. Role and importance of an entrepreneur</li> <li>4. Myth about entrepreneurship</li> </ol> | <ol style="list-style-type: none"> <li>1. Writing a note on entrepreneurship as career option</li> <li>2. Collecting success stories of first generation and local entrepreneurs</li> <li>3. Listing the entrepreneurial qualities – analysis of strength and weaknesses</li> <li>4. Group discussion of self-qualities that students feel are needed to become successful entrepreneur</li> </ol> |

| LEARNING OUTCOMES | THEORY                                 | PRACTICAL  |
|-------------------|--|--|
|                   | 5. Entrepreneurship as a career option | 5. Collect information and related data for a business<br>6. Make a plan in team for setting up a business |

## UNIT 5: GREEN SKILLS – II

| LEARNING OUTCOMES   | THEORY   | PRACTICAL   |
|---|--|---|
| 1. Demonstrate the knowledge of importance, problems and solutions related to sustainable development | 1. Definition of sustainable development<br>2. Importance of sustainable development<br>3. Problems related to sustainable development | 1. Identify the problem related to sustainable development in the community<br>2. Group discussion on the importance of respecting and conserving indigenous knowledge and cultural heritage<br>3. Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values<br>4. Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc. |

### Suggested Textbook:

❖ **Employability Skills for class X by NCERT**

**The textbook can be downloaded using the following link:**

<http://psscive.ac.in/publications/textbooks>