

LEARNING OUTCOME-BASED CURRICULUM



Employability Skills Grade 12

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

PSS Central Institute of Vocational Education

(A constituent unit of NCERT, MoE, Government of India)

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S.No.	Units	Duration (hrs)
1.	Communication Skills- IV	25
2.	Self-management Skills - IV	25
3.	Information and Communication Technology Skills - IV	20
4.	Entrepreneurial Skills - IV	25
5.	Green Skills - IV	15
	Total	110

UNIT 1: COMMUNICATION SKILLS – IV		
Duration: 25 hrs		
	Theory (10 hrs)	Practical (15 hrs)
LO1	Demonstrate Active Listening Skills	
1.	<ul style="list-style-type: none"> Active listening -listening skill and stages of active listening Overcoming barriers to active listening 	<ul style="list-style-type: none"> Group discussion on factors affecting active listening Preparing posters of steps for active listening Role-play on negative effects of not listening actively
LO2	Identify The Parts Of Speech	
2.	<ul style="list-style-type: none"> Parts of speech – using capitals, punctuation, and basic parts of speech Supporting parts of speech 	<ul style="list-style-type: none"> Group practice on identifying parts of speech Group practice on constructing sentences
LO3	Write Sentences	
3.	<ul style="list-style-type: none"> Writing simple sentence Writing complex sentences Types of object Types of sentences <ul style="list-style-type: none"> i. Active and Passive sentences ii. Statement/ iii. Declarative sentence iv. Question/ v. Interrogative sentence vi. Emotion/ vii. Reaction or Exclamatory sentence viii. Order or Imperative 	<ul style="list-style-type: none"> Group work on writing sentences and paragraphs Group work on practicing writing sentences in active or passive voice Group work on writing different types of sentences (i.e., declarative, exclamatory, interrogative and imperative)

	<p>sentence</p> <p>ix. Paragraph writing</p>	

UNIT 2: SELF-MANAGEMENT SKILLS – IV		
Duration: 25 hrs		
	Theory (10 hrs)	Practical (15 hrs)
LO1	Describe the Various Factors Influencing Motivation and Positive Attitude	
1.	<ul style="list-style-type: none"> • Motivation and positive attitude • Intrinsic and extrinsic motivation • Positive attitude – ways to maintain positive attitude • Stress and stress management - ways to manage stress 	<ul style="list-style-type: none"> • Role-play on avoiding stressful situations • Activity on listing negative situations and ways to turn them to positive
LO2	Demonstrate the Knowledge of becoming Oriented	
2.	<ul style="list-style-type: none"> • Becoming result-oriented • Goal setting – examples of result-oriented goals 	<ul style="list-style-type: none"> • Group activity on listing aim in life
LO3	Describe the Importance of Self-Awareness and the Basic Personality Traits, Types and Disorders	
3.	<ul style="list-style-type: none"> • Steps towards self-awareness • Personality and basic personality traits • Common personality disorders- <ul style="list-style-type: none"> i. Suspicious ii. Emotional and impulsive iii. Anxious • Steps to overcome personality disorders 	<ul style="list-style-type: none"> • Group discussion on self-awareness

UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV**Duration: 20 hours**

	Theory (06 hrs)	Practical (14 hrs)
LO1	Identify the Components of a Spreadsheet Application	
1.	<ul style="list-style-type: none">• Getting started with a spreadsheet - types of a spreadsheet• Steps to start LibreOffice Calc.,• Components of a worksheet.	<ul style="list-style-type: none">• 1. Group activity on identifying components of spreadsheet in LibreOffice Calc.
LO2	Perform Basic Operations in a Spreadsheet	
2.	<ul style="list-style-type: none">• Opening workbook and entering data – types of data, steps to enter data, editing and deleting data in a cell• Selecting multiple cells• Saving the spreadsheet in various formats• Closing the spreadsheet• Opening the spreadsheet.• Printing the spreadsheet.	<ul style="list-style-type: none">• Group activity on working with data on LibreOffice Calc.
LO3	Demonstrate the Knowledge of Working with Data and Formatting Text	
3.	<ul style="list-style-type: none">• Using a spreadsheet for addition – adding value directly, adding by using cell address, using a mouse to select values in a formula, using sum function, copying and moving formula• Formatting cell and content• Changing text style and font size• Aligning text in a cell• Highlighting text	<ul style="list-style-type: none">• Group activity on formatting a spreadsheet in LibreOffice Calc• Group activity on performing basic calculations in LibreOffice Calc.
LO4	Demonstrate the Knowledge of Using Advanced Features in Spreadsheet	
4.	<ul style="list-style-type: none">• Advanced features in Spreadsheet<ol style="list-style-type: none">i. Sorting dataii. Filtering data	<ul style="list-style-type: none">• Group activity on sorting data in LibreOffice Calc

	iii. Protecting spreadsheet with password	
LO5 Make Use of Software for Making Slides Presentations		
5.	<ul style="list-style-type: none"> Steps to start LibreOffice Impress Adding text to a slide presentation 	<ul style="list-style-type: none"> Group practice on working with LibreOffice Impress tools
LO6 Demonstrate the Knowledge of Opening, Closing and Slide Presentations		
6.	<ul style="list-style-type: none"> Printing a presentation 	<ul style="list-style-type: none"> Group activity on closing and saving a presentation in LibreOffice Impress
LO7 Demonstrate the Knowledge of working with Slides		
7.	<ul style="list-style-type: none"> Working with slides and text in a presentation- adding slides to a presentation, deleting slides, adding and formatting text, highlighting text, aligning text and changing text color 	<ul style="list-style-type: none"> Group practice on working with font styles in LibreOffice Impress
LO8 Demonstrate the Use of Advanced Features in a Presentation		
8.	<ul style="list-style-type: none"> Advanced features used in a presentation Inserting shapes in the presentation Inserting clipart and images in a presentation Changing slide layout 	<ul style="list-style-type: none"> Group activity on changing slide layout on LibreOffice Impress

UNIT 4: ENTREPRENEURSHIP SKILLS – IV

Duration: 25 hrs

	Theory (10 hrs)	Practical (15 hrs)
LO1	Describe the Types and Qualities of Entrepreneurs	
1.	<ul style="list-style-type: none"> • Entrepreneurship and entrepreneur • Characteristics of entrepreneurship • Entrepreneurship-art and science • Qualities of a successful entrepreneur • Types of entrepreneurs • Roles and functions of an entrepreneur • What motivates an entrepreneur? • Identifying opportunities and risk-taking • Startups 	<ul style="list-style-type: none"> • Group discussion on the topic “An entrepreneur is not born but created”. • Conducting a classroom quiz on various aspects of entrepreneurship.
LO2	Identify the Barriers to Entrepreneurship	
2.	<ul style="list-style-type: none"> • Barriers to entrepreneurship <ul style="list-style-type: none"> i. Environmental barriers ii. Faulty business plan iii. Personal barriers 	<ul style="list-style-type: none"> • Group discussion about “What we fear about entrepreneurship” • Activity on taking an interview of an entrepreneur.
LO3	Identify the Attitude that Makes an Entrepreneur Successful	
3.	<ul style="list-style-type: none"> • Entrepreneurial attitude 	-----
LO4	Demonstrate the Knowledge of Entrepreneurial Attitude and Competencies	
4.	<ul style="list-style-type: none"> • Entrepreneurial competencies <ul style="list-style-type: none"> i. Decisiveness ii. Initiative iii. Interpersonal skills- positive attitude, stress management iv. Perseverance 	<ul style="list-style-type: none"> • Playing games, such as “Who am I”. • Group discussion on business ideas • Group practice on “Best out of Waste” • Group discussion on the topic of “Let’s grow together” • Group activity on listing stress and methods to deal with it • Group activity on time management

	v. Organizational skills- time management, goal setting, efficiency, managing quality	• Activity on “My entrepreneurial attitude”

UNIT 5: GREEN SKILLS – IV		
Duration: 15 hrs		
	Theory (05 hrs)	Practical (10 hrs)
LO1	Identify the Benefits of the Green Jobs	
1.	<ul style="list-style-type: none"> • Green jobs • Benefits of green jobs • Green jobs in different sectors: <ol style="list-style-type: none"> i. Agriculture ii. Transportation iii. Water conservation iv. Solar and wind energy v. Eco-tourism vi. Building and construction vii. Solid waste management viii. Appropriate technology 	<ul style="list-style-type: none"> • Group discussion on the importance of green jobs.
LO2	State the Importance of Green Jobs	
2.	<ul style="list-style-type: none"> • Importance of green jobs in the following <ol style="list-style-type: none"> i. Limiting greenhouse gas emissions ii. Minimizing waste and pollution iii. Protecting and restoring ecosystems iv. Adapting to the effects of climate change 	<ul style="list-style-type: none"> • Preparing posters on green jobs. • Group activity on tree plantation.

