

# CBSE | DEPARTMENT OF SKILL EDUCATION

## CURRICULUM FOR SESSION 2020-2021

### EMPLOYABILITY SKILLS

(COMMON FOR ALL SKILL COURSES)

#### CLASS IX

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

#### UNIT 1: COMMUNICATION SKILLS – I

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Demonstrate knowledge of various methods of communication	1. Methods of communication <ul style="list-style-type: none"><li>- Verbal</li><li>- Non-verbal</li><li>- Visual</li></ul>	1. Writing pros and cons of written, verbal and non-verbal communication 2. Listing do's and don'ts for avoiding common body language mistakes
2. Identify elements of communication cycle	1. Meaning of communication 2. Importance of communication skills 3. Elements of communication cycle– <ul style="list-style-type: none"><li>(i) sender,</li><li>(ii) ideas,</li><li>(iii) encoding,</li><li>(iv) communication channel,</li><li>(v) receiver,</li><li>(vi) decoding, and</li><li>(vii) feedback</li></ul>	1. Draw a diagram of communication cycle 2. Role plays on communication process related to the sector/job role
3. Identify the factors affecting our perspectives in communication	1. Perspectives in communication 2. Factors affecting perspectives in communication <ul style="list-style-type: none"><li>- Visual perception</li><li>- Language</li><li>- Past experience</li><li>- Prejudices</li><li>- Feelings</li><li>- Environment</li></ul>	1. Group discussion on factors affecting perspectives in communication 2. Sharing of experiences on factors affecting perspectives 3. Sharing experiences on factors affecting communication at workplace
4. Demonstrate the knowledge of basic writing skills	1. Writing skills related to the following: <ul style="list-style-type: none"><li>- Phrases</li><li>- Kinds of sentences</li><li>- Parts of sentence</li><li>- Parts of speech</li><li>- Use of articles</li><li>- Construction of a paragraph</li></ul>	1. Demonstration and practice of writing sentences and paragraphs on topics related to the subject

## UNIT 2: SELF - MANAGEMENT SKILLS – I

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the meaning and importance of self-management	<ol style="list-style-type: none"> <li>1. Meaning of self-management</li> <li>2. Positive results of self-management</li> <li>3. Self-management skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Identification of self-management skills</li> <li>2. Strength and weakness analysis</li> </ol>
2. Identify the factors that helps in building self-confidence	<ol style="list-style-type: none"> <li>1. Factors that help in building self-confidence – social, cultural, and physical factors</li> <li>2. Self-confidence building tips - getting rid of the negative thoughts, thinking positively, staying happy with small things, staying clean, hygienic and smart, chatting with positive people, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Role play exercises on building self-confidence</li> <li>2. Use of positive metaphors/ words</li> <li>3. Positive stroking on wakeup and before going bed</li> <li>4. Helping others and working for community</li> </ol>

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

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the role of Information and Communication Technology (ICT) in day-to-day life and workplace	<ol style="list-style-type: none"> <li>1. Introduction to ICT</li> <li>2. Role and importance of ICT in personal life and at workplace</li> <li>3. ICT in our daily life (examples)</li> <li>4. ICT tools - Mobile, tab, radio, TV, email, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Discussion on the role and importance of ICT in personal life and at workplace.</li> <li>2. Preparing posters / collages for showing the role of ICT at workplace</li> </ol>
2. Identify components of basic computer system and their functions	<ol style="list-style-type: none"> <li>1. Computer system - Central Processing Unit (CPU), memory, motherboard, storage devices</li> <li>2. Hardware and software of a computer system</li> <li>3. Role and functions of Random Access Memory (RAM) and Read Only Memory (ROM)</li> <li>4. Role and functions of Central Processing Unit</li> <li>5. Procedure for starting and shutting down a computer</li> </ol>	<ol style="list-style-type: none"> <li>1. Connecting the cables and peripherals to the Central Processing Unit</li> <li>2. Starting and shutting down a computer</li> <li>3. Group discussion on the various aspects of hardware and software</li> </ol>
3. Demonstrate use of various components and peripherals of computer system	<ol style="list-style-type: none"> <li>1. Peripherals devices and their uses – mouse, keyboard, scanner, webcam, etc. of a computer system</li> </ol>	<ol style="list-style-type: none"> <li>1. Identification of various parts and peripherals of a computer</li> <li>2. Demonstration and practice on the use of mouse</li> <li>3. Demonstration and practice on the use of keyboard</li> <li>4. Demonstration of the uses of printers, webcams, scanner and other peripheral devices</li> <li>5. Drawing diagram of computer system and labelling it</li> </ol>
4. Demonstrate basic computer skills	<ol style="list-style-type: none"> <li>1. Primary operations on a computer system – input, process, storage, output, communication networking, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identification of the various input and output units and explanation of their purposes</li> </ol>

## UNIT 4: ENTREPRENEURIAL SKILLS- I

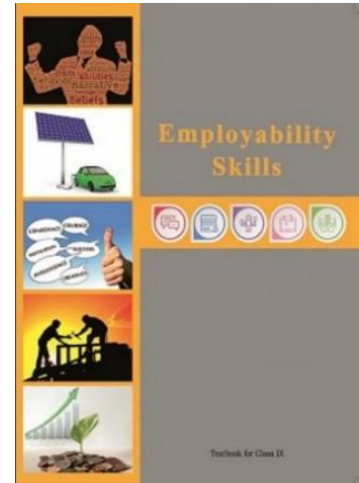
LEARNING OUTCOMES	THEORY	PRACTICAL
1. Identify various types of business activities	<ol style="list-style-type: none"> <li>Types of businesses – service, manufacturing, hybrid</li> <li>Types of businesses found in our community Business activities around us</li> </ol>	<ol style="list-style-type: none"> <li>Prepare posters of business activities found in cities/villages, using pictures</li> <li>Discuss the various types of activities, generally adopted by small businesses in a local community</li> <li>Best out of waste</li> <li>Costing of the product made out of waste</li> <li>Selling of items made from waste materials</li> <li>Prepare list of businesses that provides goods and services in exchange for money</li> </ol>
2. Demonstrate the knowledge of distinguishing characteristics of entrepreneurship	<ol style="list-style-type: none"> <li>Meaning of entrepreneurship development</li> <li>Distinguishing characteristics of entrepreneurship</li> <li>Role and rewards of entrepreneurship</li> </ol>	<ol style="list-style-type: none"> <li>Prepare charts showing advantages of entrepreneurship over wages</li> <li>Group discussions on role and features of entrepreneurship</li> <li>Lectures/presentations by entrepreneurs on their experiences and success stories</li> <li>Identify core skills of successful entrepreneur</li> </ol>

## UNIT 5: GREEN SKILLS – I

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Demonstrated the knowledge of the factors influencing natural resource conservation	<ol style="list-style-type: none"> <li>Introduction to environment,</li> <li>Relationship between society and environment, ecosystem and factors causing imbalance</li> <li>Natural resource conservation</li> <li>Environment protection and conservation</li> </ol>	<ol style="list-style-type: none"> <li>Group discussion on hazards of deteriorating environment</li> <li>Prepare posters showing environment conservation</li> <li>Discussion on various factors that influence our environment</li> </ol>
2. Describe the importance of green economy and green skills	<ol style="list-style-type: none"> <li>Definition of green economy</li> <li>Importance of green economy</li> </ol>	<ol style="list-style-type: none"> <li>Discussion on the benefits of green skills and importance of green economy</li> <li>Prepare a Poster showing the importance of green economy with the help of newspaper/ magazine cuttings</li> </ol>

## Suggested Textbook:

- ❖ **Employability Skills for class IX by NCERT**



**The textbook can be downloaded using any of the following links:**

[http://www.cbseacademic.nic.in/web\\_material/Curriculum21/publication/secondary/Employability\\_Skills\\_IX.pdf](http://www.cbseacademic.nic.in/web_material/Curriculum21/publication/secondary/Employability_Skills_IX.pdf)



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