

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2020-2021

EMPLOYABILITY SKILLS

(COMMON FOR ALL SKILL COURSES)

CLASS XII

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

UNIT 1: COMMUNICATION SKILLS – IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the steps to active listening skills	<ol style="list-style-type: none">Importance of active listening at workplaceSteps to active listening	<ol style="list-style-type: none">Demonstration of the key aspects of becoming active listenerPreparing posters of steps for active listening
2. Demonstrate basic writing skills	<ol style="list-style-type: none">Writing skills to the following:<ul style="list-style-type: none">SentencePhraseKinds of SentencesParts of SentenceParts of SpeechArticlesConstruction of a Paragraph	<ol style="list-style-type: none">Demonstration and practice of writing sentences and paragraphs on topics related to the subject

UNIT 2: SELF - MANAGEMENT SKILLS – IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the various factors influencing self-motivation	<ol style="list-style-type: none">Finding and listing motives (needs and desires);Finding sources of motivation and inspiration (music, books, activities); expansive thoughts; living fully in the present moment; dreaming big	<ol style="list-style-type: none">Group discussion on identifying needs and desireDiscussion on sources of motivation and inspiration
2. Describe the basic personality traits, types and disorders	<ol style="list-style-type: none">Describe the meaning of personalityDescribe how personality influence othersDescribe basic personality traitsDescribe common personality disorders- paranoid, antisocial, schizoid, borderline, narcissistic, avoidant, dependent and obsessive	<ol style="list-style-type: none">Demonstrate the knowledge of different personality types

UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Perform tabulation using spreadsheet application	<ol style="list-style-type: none"> 1. Introduction to spreadsheet application 2. Spreadsheet applications 3. Creating a new worksheet 4. Opening workbook and entering text 5. Resizing fonts and styles 6. Copying and moving 7. Filter and sorting 8. Formulas and functions 9. Password protection. 10. Printing a spreadsheet. 11. Saving a spreadsheet in various formats. 	<p>1. Demonstration and practice on the following:</p> <ul style="list-style-type: none"> • Introduction to the spreadsheet application • Listing the spreadsheet applications • Creating a new worksheet • Opening the workbook and enter text • Resizing fonts and styles • Copying and move the cell data • Sorting and Filter the data • Applying elementary formulas and functions • Protecting the spreadsheet with password • Printing a spreadsheet • Saving the spreadsheet in various formats.
2. Prepare presentation using presentation application	<ol style="list-style-type: none"> 1. Introduction to presentation 2. Software packages for presentation 3. Creating a new presentation 4. Adding a slide 5. Deleting a slide 6. Entering and editing text 7. Formatting text 8. Inserting clipart and images 9. Slide layout 10. Saving a presentation 11. Printing a presentation document 	<p>1. Demonstration and practice on the following:</p> <ul style="list-style-type: none"> • Listing the software packages for presentation • Explaining the features of presentation • Creating a new presentation • Adding a slide to presentation. • Deleting a slide • Entering and edit text • Formatting text • Inserting clipart and images • Sliding layout • Saving a presentation • Printing a presentation document

UNIT 4: ENTREPRENEURIAL SKILLS- IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Identify the general and entrepreneurial behavioral competencies	<ol style="list-style-type: none"> 1. Barriers to becoming entrepreneur 2. Behavioral and entrepreneurial competencies– adaptability/ decisiveness, initiative/perseverance, interpersonal skills, organizational skills, stress management, valuing service and diversity 	<ol style="list-style-type: none"> 1. Administering self- rating questionnaire and score responses on each of the competencies 2. Collect small story/ anecdote of prominent successful entrepreneurs 3. Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioral competencies 4. Preparation of competencies profile of students
2. Demonstrate the knowledge of self-assessment of behavioral competencies	<ol style="list-style-type: none"> 1. Entrepreneurial competencies in particular: self -confidence, initiative, seeing and acting on opportunities, concern for quality, goal setting and risk taking, problem solving and creativity, systematic planning and efficiency, information seeking, persistence, influencing and negotiating, team building 	<ol style="list-style-type: none"> 1. Games and exercises on changing entrepreneurial behavior and development of competencies for enhancing self-confidence, problem solving, goal setting, information seeking, team building and creativity

UNIT 5: GREEN SKILLS – IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Identify the role and importance of green jobs in different sectors	<ol style="list-style-type: none"> 1. Role of green jobs in toxin-free homes, 2. Green organic gardening, public transport and energy conservation, 3. Green jobs in water conservation 4. Green jobs in solar and wind power, waste reduction, reuse and recycling of wastes, 5. Green jobs in green tourism 6. Green jobs in building and construction 7. Green jobs in appropriate technology 8. Role of green jobs in Improving energy and raw materials use 9. Role of green jobs in limiting greenhouse gas emissions 10. Role of green jobs minimizing waste and pollution 11. Role of green jobs in protecting and restoring ecosystems 12. Role of green jobs in support adaptation to the effects of climate change 	<ol style="list-style-type: none"> 1. Listing of green jobs and preparation of posters on green job profiles 2. Prepare posters on green jobs.

Suggested Textbook:

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

This textbook can be downloaded using any of the following links:-



http://www.cbseacademic.nic.in/web_material/Curriculum21/publication/srsec/Employability_Skills_XII.pdf



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