

# GENERAL FOUNDATION COURSE

## Scheme of Examination

### Std. – XI

Sr. No	Title of the Paper	Theory		Practical		Visit	Student	Oral	Total
		Marks	Time (Hours)	Marks	Time (Hours)	Report	Activity		Marks
1	Employability Skill Development	60	2 1/2	-	-	20	10	10	100
		60	-	-	-	20	10	10	100

Note:

1. 20 marks are allotted for visit reports (Minimum Two visits (course related)) are required.
2. 10 marks are allotted for Student Activity (Every student should prepare, and maintain file)
3. 10 marks are allotted for oral.

### Introduction: -

**“When the winds of change are blowing, you need to know which way and how fast”.**

The ‘Employability Skill Development’ for XI class and ‘Entrepreneurship Development’ for XII class is a common subject for all the courses under H.S.C Vocational stream. It will help to equip the students to become an entrepreneur or a smart self employed citizen. This will also help them for gaining employment.

This course mainly comprises generic skills, entrepreneurial abilities and basic requirements for trade and commerce. While learning this subject, the student will be able to acquire knowledge about banking, accounting, transportation, communication and management aspects such as self management, team management, quality control, project preparation and time management etc for development and promotion of employability and entrepreneurship skill.

**“The businessman is coming to realize that education is to business what fertilizer is to farming”.**

## **Objectives:-**

To enable the student to:-

- (1) Promote self employment ability.
- (2) Understand the role of self management through Employability Skill Development.
- (3) Learn ethics, values, and interpersonal skill.
- (4) Generate awareness about the importance of project work in Entrepreneurial Development.
- (5) Get acquainted with career planning, new career opportunities.
- (6) Learn about Safety and Health, Time management, Team Management, Financial, Operation & marketing Management.
- (7) Acquire basic skills of Business Accounting.
- (8) To enable the students to understand working in practical life.
- (9) To develop knowledge about Financial Institutions and Government Agencies for encouraging self employment.

## **Paper: Employability Skill Development Theory**

<b>Sr. No.</b>	<b>Unit</b>	<b>Sub Unit</b>	<b>Periods</b>	<b>Student Activity</b>
1	Self Management	Identifying one's strength & weakness Planning and goal setting. Managing self-emotions, ego, pride	10	Every student should prepare a list of self strength and self weakness
2	Time Management	Time Management, concept Attendance, discipline, and punctuality Tools to plan the work (Time Management Matrix)	12	Preparation of time schedule of a particular task. a) Work – Game, learning b) Day to day activities
3	Team Building	Concept of group Group dynamics and team building	08	Prepare a group to perform a task.
4	Motivation	Motivation Relationship between needs, drives and goals. Objectives of Motivation. Classification of Motivation. Types of Motivation Self Motivation	14	How to motivate a customer for purchasing your product?

5	Ethics and Values	Concept of ethics and values Factors of ethical behaviour. Areas of ethical concern Remedial measures and laws.	04	Prepare a list of ethics and values socially accepted
6	Interpersonal Skill	Importance of interpersonal skill Positive Relationship, Positive Attitude	09	Group discussion on the interpersonal skill.
7	Stress Management	Concept of Stress Concept of Stress Management Causes of Stress Methods of stress relief.	08	Arrange a lecture on stress relief – a) Pranayam b) Yoga c) Music exercise etc By using PPT.
8	Interview	8.1 Concept of Interview 8.2 Types of Interview 8.3 Preparation for the interview 8.4 Dos and Don'ts in an interview	14	Arrange a mock interview
9	Cross Occupational Competency	Concept of cross occupational competency Organize and implementation of exercises related to a) Communication and co-operation b) Independency and responsibility.	11	Mock sale and communication used therein for promoting sale.
10	Quality Management	Meaning of Quality Management Concepts of TPM – SGA Concepts of TEM, ISO and QMS	12	Arrange a visit to Study Small Group Activity Collect information for ISO certification
11	Safety and Health	Meaning of occupational safety and health Concepts of occupational hazards, hygiene, ergonomic accidents Prevention techniques & controlling of accidents Important Acts related to safety & health HIV/AIDS – Safety and precautions	18	Arrange a visit to observe safety precaution Arrange a guest lecture of a Doctor on HIV/AIDS