

# CBSE | DEPARTMENT OF SKILL EDUCATION

## CURRICULUM FOR SESSION 2022-2023

### 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 *

\* marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams

#### UNIT 1: COMMUNICATION SKILLS – IV\*

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Describe the steps to active listening skills*	<ol style="list-style-type: none"><li>Importance of active listening at workplace</li><li>Steps to active listening</li></ol>	<ol style="list-style-type: none"><li>Demonstration of the key aspects of becoming active listener</li><li>Preparing posters of steps for active listening</li></ol>
2. Demonstrate basic writing skills*	<ol style="list-style-type: none"><li>Writing skills to the following:<ul style="list-style-type: none"><li>Sentence</li><li>Phrase</li><li>Kinds of Sentences</li><li>Parts of Sentence</li><li>Parts of Speech</li><li>Articles</li><li>Construction of a Paragraph</li></ul></li></ol>	<ol style="list-style-type: none"><li>Demonstration and practice of writing sentences and paragraphs on topics related to the subject</li></ol>

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#### UNIT 2: SELF - MANAGEMENT SKILLS – IV

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

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

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

## UNIT 4: ENTREPRENEURIAL SKILLS- IV

LEARNING OUTCOMES	THEORY	PRACTICAL
1. Identify the general and entrepreneurial behavioral competencies	<ol style="list-style-type: none"> <li>1. Barriers to becoming entrepreneur</li> <li>2. Behavioral and entrepreneurial competencies– adaptability/ decisiveness, initiative/perseverance, interpersonal skills, organizational skills, stress management, valuing service and diversity</li> </ol>	<ol style="list-style-type: none"> <li>1. Administering self- rating questionnaire and score responses on each of the competencies</li> <li>2. Collect small story/ anecdote of prominent successful entrepreneurs</li> <li>3. Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioral competencies</li> <li>4. Preparation of competencies profile of students</li> </ol>
2. Demonstrate the knowledge of self- assessment of behavioral competencies	<ol style="list-style-type: none"> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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</li> </ol>

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

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## Suggested Textbook:

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

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



[http://cbseacademic.nic.in/web\\_material/Curriculum21/publication/srsec/Employability\\_Skills\\_XII.pdf](http://cbseacademic.nic.in/web_material/Curriculum21/publication/srsec/Employability_Skills_XII.pdf)



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