SECTOR - All Sector \JOB ROLE: All Job Role QP CODE: CLASS - X

Note -

Total No of Topics - 30

Total No of Topics Deducted from four section - 12

% of (Total no of topics) = 40% (Time reduced from 75hours to 56hour i.e. 26%)

% Reduction Of Sector as Follows - (Theory and Practicals need to drop out are highlighted in red color)

SI. No.	List Of Units	List of Practicals Aligned With Each Unit	Unit/Session to be reduced(Theory and Practical)	Remark(Reason for dropping or reduce)
UNIT 1:	Communication Skills-I			
SESSION 1	Demonstrate knowledge of various methods of communication Methods of communication - Verbal - Non-verbal - Visual	Writing pros and cons of written, verbal and nonverbal communication Listing do's and don'ts for avoiding common body language mistakes		Time reduced from Shours to 4hours. No reduction in content.
SESSION 2	Provide descriptive and specific feedback 1. Communication cycle and importance of feedback 2. Meaning and importance of feedback 3. Descriptive feedback - written comments or conversations 4. Specific and non-specific feedback	Constructing sentences for providing descriptive and specific feedback	Theory: 1. Descriptive feedback - written comments or conversations 2. Specific and non-specific feedback	The deducted topics are not necessary and retained topics can be covered in 2hours.
SESSION 3	Apply measures to overcome barriers in communication 1. Barriers to effective communication – types and factors 2. Measures to overcome barriers in effective communication	Enlisting barriers to effective communication Applying measures to overcome barriers in communication		No reduction.
SESSION 4	Apply principles of communication 1. Principles of effective communication 2. 7 Cs of effective communication	Constructing sentences that convey all facts required by the receiver Expressing in a manner that shows respect to the receiver of the message Exercises and games on applying 7Cs of effective communication	Practical: 2. Expressing in a manner that shows respect to the receiver of the message 3. Exercises and games on applying 7Cs of effective communication	The deucted topics are time consuming and can be reduced in this situation.
SESSION 5	Demonstrate basic writing skills 3. Writing skills to the following: ② Sentence ② Phrase ③ Kinds of Sentences ② Parts of Sentence ② Parts of Speech ② Articles ② Construction of a Paragraph	Demonstration and practice of writing sentences and paragraphs on topics related to the subject		No reduction.
UNIT 2:	Self-management Skills - II			

Demonstrate the ability to work independently 1. Inspirations of the ability to work independently 2. goals 3. Describe the meaning of an introduction and self-regulation 3. Describe the meaning of an introduction and self-regulation on the qualities required for working independently 4. Executing tasks in a specific period, with no help or directives 5. Demonstration on the qualities required for working independently 6. Demonstration and periodicing of an activity 7. Demonstration and periodicing of reactives 7. Demonstration on the qualities required for working independently 8. Distinguish between different operating systems 9. Listentification of task bar, icons, menu, etc. 9. Demonstration and practicing of creating, remaining and deleting in the periodic reduced only the time periodicing of reacting, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of creating, remaining and deleting in the periodicing of practicing of pr	SESSION 1	Apply stress management techniques 1. Meaning and importance of stress management 2. Stress management techniques – physical exercise, yoga, meditation 3. Enjoying, going to vacations and holidays with family and friends 4. Taking nature walks	4. Exercises on stress management techniques – yoga, meditation, physical exercises 5. Preparing a write-up on an essay on experiences during a holiday trip	Theory: 3. Enjoying, going to vacations and holidays with family and friends 4. Taking nature walks Practical: 5. Preparing a write-up on an essay on experiences during a holiday trip	The deducted topic not necessary in this situation. All the retained topics can be covered within 4 hours.
Distinguish between different operating systems 1. Classes of operating systems 2. Menu, loons and task bar on the desktop 3. File concept, file operations, file organization, directly structures, and file-system structures 4. Creating and managing files and folders Apply basic skills for care and maintenance of computer 1. Importance and need of care and maintenance of computer 1. Cleaning computer components - Proporting maintenance schedule - Scanning and cleaning viruses and removing SPAM files, temporary files and folders UNIT 4 Entrepreneurial Skills - II List the characteristics of successful entrepreneur 1. Entrepreneurship and society 2. Cualities and functions of an entrepreneur 4. Myth about entrepreneurship 5. Entrepreneurship 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship 5. Entrepreneurship 3. Entrepreneurship 3. Entrepreneurship 3. Entrepreneurship 3. Entrepreneurship 3. Entrepreneurship 4. Group discussion of self-qualities that students feel are needed to become successful entrepreneurs 5. Collect information and related data for a business 6. Make a plan in team for setting up a business 1. Identification of task bar, icons, menu, etc. 2. Demonstration and practicing of creating, for reading, for reading, reason and sub-fiders, restoring files and folders from recycle bin No topic reduced only the time period reduced from 17hours to 13hours. No topic reduced only the time period reduced from 17hours to 13hours. No topic reduced only the time period reduced from 17hours to 13hours. No topic reduced only the time period reduced from 17hours to 13hours. 1. Demonstration and practicing of creating, ferrange and electing gits and folders, swam glies and folders, swam glies and folders as a sub-fiders, restoring files and foldering read sub-fiders, restoring files and folders as and folders from recycle bin 1. Demonstration of the procedures to be followed for cleaning, care and entrepreneurs and entrepreneurs and entrepreneurs and entrepr	SESSION 2	Importance of the ability to work independently Describe the types of self-awareness	2. goals 3. Planning of an activity 4. Executing tasks in a specific period, with no help or directives	Describe the meaning of self-motivation and self-regulation Practical: Executing tasks in a specific period, with no help or directives Demonstration on the qualities required for	this situation. All the retained topics can be covered
Distinguish between different operating systems 1. Classes of operating, systems 2. Menu, Icons and task bar on the desktop 3. File concept, file operations, file organization, directory structures, and file-system structures 4. Creating and managing files and folders, sawing files in folders and sub-folders, restoring files and folders, sawing files in folders and sub-folders, restoring files and folders from recycle bin Apply basic skills for care and maintenance of computer 1. Importance and need of care and maintenance of computer - Cleaning computer components - Preparing maintenance schedule - Protecting computer against viruses and folders 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of an ender of computer and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of an enterpreneurs and maintenance of an enterpreneurs and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of an enterpreneurs and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of an enterpreneurs and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of the procedure and software 1. Demonstration of the procedures to be followed for	UNIT 3	Information and Communication Technology Skills – II			
1. Importance and need of care and maintenance of computer - Cleaning computer components - Protecting computer against viruses - Scanning and cleaning viruses and removing SPAM files, temporary files and folders UNIT 4 Entrepreneurial Skills - II List the characteristics of successful entrepreneur 1. Entrepreneurship and functions of an entrepreneur 2. Qualities and functions of an entrepreneur 3. Role and importance of an entrepreneurship 4. Myth about entrepreneurship 5. Entrepreneurship 5. Entrepreneurship 6. Group discussion of self-qualities that students feel are needed to become successful entrepreneur 5. Collect information and related data for a business 6. Make a plan in team for setting up a business 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software 1. Demonstration of the procedures to be followed for cleaning, care and software 1. Demonstration of the procedures to be followed for cleaning, care and software 1. Demonstration of the procedures and software 1. Writing a note on entrepreneurs stories of first generation and local entrepreneur alkality and procedures stories of first generation and local entrepreneur alkality and procedure and procedure developed and procedure	SESSION 1	Distinguish between different operating systems 1. Classes of operating systems 2. Menu, icons and task bar on the desktop 3. File concept, file operations, file organization, directory structures, and file-system structures	Demonstration and practicing of creating, renaming and deleting files and folders, saving files in folders and sub-folders, restoring files		
List the characteristics of successful entrepreneur 1. Entrepreneurship and society 2. Qualities and functions of an entrepreneur 3. Role and importance of an entrepreneur 4. Myth about entrepreneurs 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship 5. Entrepreneurship as a career option 5. Entrepreneurship as a career option 6. Make a plan in team for setting up a business 1. Writing a note on entrepreneurship as career option 2. Collecting success stories of first generation and local entrepreneurship 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship situation. All the retained topics can be covered within 10hours. SESSION 1 5. Collect information and related data for a business business 6. Make a plan in team for setting up a business	SESSION 2	Importance and need of care and maintenance of computer	I		No reduction
List the characteristics of successful entrepreneur 1. Entrepreneurship and society 2. Qualities and functions of an entrepreneur 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship 4. Myth about entrepreneurship 5. Entrepreneurship as a career option 2. Collecting success stories of first generation and local entrepreneurs 3. Role and importance of an entrepreneur 4. Myth about entrepreneurship become successful entrepreneur 5. Collecting success stories of first generation and local weaknesses 4. Group discussion of self-qualities that students feel are needed to become successful entrepreneur 5. Collecting success stories of first generation and local weaknesses 4. Group discussion of self-qualities that students feel are needed to become successful entrepreneur 5. Collecting success stories of first generation and local weaknesses 4. Group discussion of self-qualities that students feel are needed to become successful entrepreneur 5. Collecting success stories of first generation and local weaknesses 4. Myth about entrepreneur 2. Collecting success stories of first generation and local weaknesses 4. Myth about entrepreneurs 2. Collecting success stories of first generation and local weaknesses 5. Collecting success stories of first generation and related data for a business 5. Collect information and related data for a business 5. Collect information and related data for a business	UNIT 4	Entrepreneurial Skills - II			
UNIT 5 Green Skills - II	SESSION 1	Entrepreneurship and society Qualities and functions of an entrepreneur Role and importance of an entrepreneur Myth about entrepreneurship Entrepreneurship	Collecting success stories of first generation and local entrepreneurs Listing the entrepreneurial qualities – analysis of strength and weaknesses Group discussion of self-qualities that students feel are needed to become successful entrepreneur Collect information and related data for a business	3. Role and importance of an entrepreneur 4. Myth about entrepreneurship Practical: 2. Collecting success stories of first generation and local entrepreneurs 5. Collect information and related data for a	situation. All the retained topics can be covered
	UNIT 5	Green Skills - II			

SESSION 1	Demonstrate the knowledge of importance, problems and solutions related to sustainable development 1. Definition of sustainable development 2. Importance of sustainable development 3. Problems related to sustainable development	1. Identify the problem related to sustainable development in the community 2. Group discussion on the importance of respecting and conserving indigenous knowledge and cultural heritage 3. Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values 4. Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.	Practical: 3. Discussion on the responsibilities and benefits of environmental citizenship, including the	The deducted topics are time consuming and not so necessary in this situation. All the reatined topics can be covered in 10hours.
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