LEARNING OUTCOME BASED VOCATIONAL CURRICULUM

JOB ROLE:
Assistant Installation Computing and Peripherals

(QUALIFICATION PACK: Ref. Id. ELE/Q4609)

SECTOR: Electronics

Grades IX and X

PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION
Shyamla Hills, Bhopal – 462 002, M.P., India
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Electronics Sector

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Joint Director

PSS Central Institute of Vocational Education, NCERT, Shyamla Hills, Bhopal

FOREWORD

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE) a constituent of the National Council of Educational Research and Training (NCERT) is spearheading the efforts of developing learning outcome based curricula and courseware aimed at integrating both vocational and general qualifications to open pathways of career progression for students. It is a part of Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary Education (CSSVSHSE) launched by the Ministry of Human Resource Development, Government of India in 2012. The PSS Central Institute of Vocational Education (PSSCIVE) is developing curricula under the project approved by the Project Approval Board (PAB) of *Samagra Shiksha*. The main purpose of the competency based curricula is to bring about the improvement in teaching-learning process and working competences through learning outcomes embedded in the vocational subject.

It is a matter of great pleasure to introduce this learning outcome based curriculum as part of the vocational training packages for the job role of **Electronics – Assistant Installation Computing and Peripherals**. The curriculum has been developed for the secondary students of vocational education and is aligned to the National Occupation Standards (NOSs) of a job role identified and approved under the National Skill Qualification Framework (NSQF).

The curriculum aims to provide children with employability and vocational skills to support occupational mobility and lifelong learning. It will help them to acquire specific occupational skills that meet employers' immediate needs. The teaching process is to be performed through the interactive sessions in classrooms, practical activities in laboratories and workshops, projects, field visits, and professional experiences.

The curriculum has been developed and reviewed by a group of experts and their contributions are greatly acknowledged. The utility of the curriculum will be adjudged by the qualitative improvement that it brings about in teaching-learning. The feedback and suggestions on the content by the teachers and other stakeholders will be of immense value to us in bringing about further improvement in this document.

Dinesh Prasad Saklani
Director
National Council of Educational Research & Training

PREFACE

India today stands poised at a very exciting juncture in its saga. The potential for achieving inclusive growth are immense and the possibilities are equally exciting. The world is looking at us to deliver sustainable growth and progress. To meet the growing expectations, India will largely depend upon its young workforce. The much-discussed demographic dividend will bring sustaining benefits only if this young workforce is skilled and its potential is channelized in the right direction.

In order to fulfill the growing aspirations of our youth and the demand of skilled human resource, the Ministry of Education (MoE), Government of India introduced the revised Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary Education that aims to provide for the diversification of educational opportunities so as to enhance individual employability, reduce the mismatch between demand and supply of skilled manpower and provide an alternative for those pursuing higher education. For spearheading the scheme, the PSS Central Institute of Vocational Education (PSSCIVE) was entrusted the responsibility to develop learning outcome based curricula, student workbooks, teacher handbooks and e-learning materials for the job roles in various sectors, with growth potential for employment.

The PSSCIVE firmly believes that the vocationalisation of education in the nation need to be established on a strong footing of philosophical, cultural and sociological traditions and it should aptly address the needs and aspirations of the students besides meeting the skill demands of the industry. The curriculum, therefore, aims at developing the desired professional, managerial and communication skills to fulfill the needs of the society and the world of work. In order to honor its commitment to the nation, the PSSSCIVE has initiated the work on developing learning outcome based curricula with the involvement of faculty members and leading experts in respective fields. It is being done through the concerted efforts of leading academicians, professionals, policy makers, partner institutions, Vocational Education and Training experts, industry representatives, and teachers. The expert group through a series of consultations, working group meetings and use of reference materials develops a National Curriculum. Currently, the Institute is working on developing curricula and course-ware for over 100 job roles in various sectors.

We extend our gratitude to all the contributors for selflessly sharing their precious knowledge, acclaimed expertise, and valuable time and positively responding to our request for development of curriculum. We are grateful to Ministry of Education and NCERT for the financial support and cooperation in realising the objective of providing learning outcome based modular curricula and course-ware to the States and other stakeholders under the PAB (Project Approval Board) approved project of *Samagra Shiksa* of Ministry of Education.

Finally, for transforming the proposed curriculum design into a vibrant reality of implementation, all the institutions involved in the delivery system shall have to come together with a firm commitment and they should secure optimal community support. The success of this curriculum depends upon its effective implementation and it is expected that the managers of vocational education and training system, including subject teachers will make efforts to create better facilities, develop linkages with the world of work and foster a conducive environment as per the content of the curriculum document.

The PSSCIVE, Bhopal remains committed in bringing about reforms in the vocational education and training system through the learner-centric curricula and course-ware. We hope that this document will prove useful in turning out more competent Indian workforce for the 21st Century.

DEEPAK PALIWAL
Joint Director
PSS Central Institute of Vocational Education

ACKNOWLEDGMENT

On behalf of the team at the PSS Central Institute of Vocational Education (PSSCIVE) we are grateful to the members of the Project Approval Board (PAB) *of* Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and the officials of the Ministry of Human Resource Development (MHRD), Government of India for the financial support to the project for development of curricula.

We are grateful to the Director, NCERT for his support and guidance. We also acknowledge the contributions of our colleagues at the Technical Support Group of RMSA, MHRD, RMSA Cell at the National Council of Educational Research and Training (NCERT), National Skill Development Agency (NSDA) and National Skill Development Corporation (NSDC) and Electronics Sector Skill Council of Indian (ESSCI) for their academic support and cooperation.

We are grateful to the expert contributors and Deepak D. Shudhalwar, Professor (CSE), PSSCIVE, for their earnest effort and contributions in the development of this learning outcome based curriculum. Their contributions are dully acknowledged.

The contributions made by Vinay Swarup Mehrotra, Professor and Head, Curriculum Development and Evaluation Centre (CDEC), Vipin Kumar Jain, Associate Professor and Head, Programme Planning and Monitoring Cell (PPMC) and Deepak Shudhalwar, Professor (CSE) and Head, ICT and Computer Centre, PSSCIVE in development of the curriculum for the employability skills are duly acknowledged.

We are also grateful to the Course Coordinator Deepak D. Shudhalwar, Professor (CSE), Head, ICT Centre, Department of Engineering and Technology, PSSCIVE, for bringing out this curriculum in the final form.

PSSCIVE Team

CONTENTS

1. COURSE OVERVIEW

COURSE TITLE: Assistant Installation Computing and Peripherals

Assistant Installation Technician provides after sale installation support services to customers, typically, at their premises. The individual at work is responsible for installing newly purchased products and configuring peripherals such as printers, scanners and network devices. The job requires the individual to have, ability to build interpersonal relationships and critical thinking. The individual must be willing to travel to client premises in order to attend to calls at different locations.

COURSE OUTCOMES: On completion of the course, students should be able to:

- ✓ Apply effective oral and written communication skills to interact with customers;
- ✓ Identify the principal components of a computer system;
- ✓ Demonstrate the basic skills of using computer;
- ✓ Demonstrate self-management skills;
- ✓ Demonstrate the ability to provide a self-analysis in context of entrepreneurial skills;
- ✓ Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection;
- ✓ Explain the fundamental concepts of electronics and electronics components;
- ✓ Interact with the customer prior to visit;
- ✓ Identify customer's requirements and suggest possible solutions;
- ✓ Identify requirements for computing peripheral installation and setup;
- ✓ Make adjustments such as white balance adjustment, audio video tests, etc.;
- ✓ Install and configure the computing peripherals in the system;
- ✓ Setup the computing peripherals in the system;
- ✓ Interact and coordinate with supervisor and colleagues;
- ✓ Work as per the given timeline and quality standards;
- ✓ Maintain a safe, healthy and secure work environment.

COURSE REQUIREMENTS: The learner should have basic knowledge of science.

COURSE LEVEL: This course can be taken up at Intermediate level in Grade 9 and 10.

COURSE DURATION: **Total : 400 hours**
Class 11 : 200 hours
Class 12 : 200 hours

2. SCHEME OF UNITS AND ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employ-ability and vocational competencies of students of Grade IX and X opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for Grade IX is as follows :

Grade IX			
	Units	**No. of Hours for Theory and Practical 200**	**Max. Marks for Theory & Practical 100**
Part A	**Employability Skills**		
Unit 1	Communication Skills – I	15	**10**
Unit 2	Self-management Skills – I	10	
Unit 3	Information and Communication Technology Skills – I	15	
Unit 4	Entrepreneurial Skills – I	10	
Unit 5	Green Skills – I	10	
	Total	**60**	**10**
Part B	**Vocational Skills**		
Unit 1	Fundamentals of Computer and Peripherals	30	**40**
Unit 2	Installation and Configuration of Windows Operating System	30	
Unit 3	Installation and Configuration of Linux Operating System	30	
Unit 4	Work Ethics, Quality, Health and Safety	30	
	Total	**120**	**40**
Part C	**Project/ Practical Work**		
	Practical File/ Student Portfolio	**05**	05
	Practical Work		10
	Written Test		10
	Viva Voce		10
	Total		**35**
Part D	**Field Visits (3x5)**	**15**	**15**
	Total	**200**	**100**

The unit-wise distribution of hours and marks for **Grade X** is as follows:

Grade X			
	Units	**No. of Hours for Theory and Practical 200**	**Max. Marks for Theory and Practical 100**
Part A	**Employability Skills**		
Unit 1	Communication Skills – IV	15	**10**
Unit 2	Self-management Skills – IV	10	
Unit 3	Basic ICT Skills – IV	15	
Unit 4	Entrepreneurial Skills – IV	10	
Unit 5	Green Skills – IV	10	
	Total	**60**	**10**
Part B	**Vocational Skills**		
Unit 1	Basic Electronics, Tools and Equipment	30	**40**
Unit 2	Installation and Configuration of Motherboard and its Components	30	
Unit 3	Installation and Configuration of Computer Hardware	30	
Unit 4	Computer Assembly and Disassembly	30	
	Total	**120**	**40**
Part C	**Project/ Practical Work**		
	Practical File/ Student Portfolio	**05**	05
	Practical Work		10
	Written Test		10
	Viva Voce		10
	Total		**35**
Part D	**Field Visits (3x5)**	**15**	**15**
	Total	**200**	**100**

3. TEACHING/TRAINING ACTIVITIES

The teaching and training activities have to be conducted in classroom, laboratory/ workshops and field visits. Students should be taken to field visits for interaction with experts and to expose them to the various tools, equipment, materials, procedures and operations in the workplace.

Special emphasis should be laid on the occupational safety, health and hygiene during the training and field visits.

CLASSROOM ACTIVITIES

Classroom activities are an integral part of this course and interactive lecture sessions, followed by discussions should be conducted by trained vocational teachers. Vocational teachers should make effective use of a variety of instructional aids, such as audio-video materials, colour slides, charts, diagrams, models, exhibits, hand-outs, online teaching materials, etc. to transmit knowledge and impart training to the students.

PRACTICAL WORK IN LABORATORY/WORKSHOP

Practical work may include but not limited to hands-on-training, simulated training, role play, case based studies, exercises, etc. Equipment and supplies should be provided to enhance hands-on learning experience of students. Only trained personnel should teach specialized techniques. A training plan that reflects tools, equipment, materials, skills and activities to be performed by the students should be submitted by the vocational teacher to the Head of the Institution.

FIELD VISITS/ EDUCATIONAL TOUR

In field visits, children will go outside the classroom to obtain specific information from experts or to make observations of the activities. A checklist of observations to be made by the students during the field visits should be developed by the Vocational Teachers for systematic collection of information by the students on the various aspects. Principals and Teachers should identify the different opportunities for field visits within a short distance from the school and make necessary arrangements for the visits. At least three field visits should be conducted in a year.

4. ASSESSMENT AND CERTIFICATION

Upon successful completion of the course by the candidate, the Central/ State Examination Board for Secondary Education and the respective Sector Skill Council will certify the competencies.

The National Skills Qualifications Framework (NSQF) is based on outcomes referenced to the National Occupation Standards (NOSs), rather than inputs. The NSQF level descriptors, which are the learning outcomes for each level, include the process, professional knowledge, professional skills, core skills and responsibility. The assessment is to be undertaken to verify that individuals have the knowledge and skills needed to perform a particular job and that the learning programme undertaken has delivered education at a given standard. It should be closely linked to certification so that the individual and the employer could come to know the competencies acquired through the vocational subject or course. The assessment should be reliable, valid, flexible, convenient, cost effective and above all it should be fair and transparent. Standardized assessment tools should be used for assessment of knowledge of students. Necessary arrangements should be made for using technology in assessment of students.

KNOWLEDGE ASSESSMENT (THEORY)

Knowledge Assessment should include two components: one comprising of internal assessment and second an external examination, including theory examination to be conducted by the Board. The assessment tools shall contain components for testing the knowledge and application of knowledge. The knowledge test can be objective paper based test or short structured questions based on the content of the curriculum.

WRITTEN TEST

It allows candidates to demonstrate that they have the knowledge and understanding of a given topic. Theory question paper for the vocational subject should be prepared by the subject experts comprising group of experts of academicians, experts from existing vocational subject experts/teachers, and subject experts from university/colleges or industry. The respective Sector Skill Council should be consulted by the Central/State Board for preparing the panel of experts for question paper setting and conducting the examinations.

The blue print for the question paper may be as follows:

Duration: 3 hrs **Max. Mark: 30**

SN	Typology of Question	No. of Very Short Answer Q. (1 mark)	No. of Short Answer Q. (2 Marks)	No. of Long Answer Q. (3 Marks)	Marks
1.	Remembering – (Knowledge based simple recall questions, to know specific facts, terms, concepts, principles, or theories; identify, define or recite, information)	**2**	**1**	**2**	**10**
2.	Understanding – (Comprehension – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	**1**	**2**	**2**	**11**
3.	Application – (Use abstract information in concrete situation, to apply knowledge to new situations: Use given content to interpret a situation, private an example, or solve a problem)	**0**	**1**	**1**	**05**
4.	High Order Thinking Skills – (Analysis & Synthesis – Classify, compare, contrast, or differentiate between different pieces of information; Organize and/ or integrate unique pieces of information from a variety of sources)	**0**	**1**	**0**	**02**
5.	Evaluation – (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	**0**	**1**	**0**	**02**
	Total	**3x1=3**	**6x2=12**	**5x3=15**	**30 (14 Q.)**

SKILL ASSESSMENT (PRACTICAL)

Assessment of skills by the students should be done by the assessors/examiners on the basis of practical demonstration of skills by the candidate, using a competency checklist. The competency checklist should be developed as per the National Occupation Standards (NOSs) given in the Qualification Pack for the Job Role to bring about necessary consistency in the quality of assessment across different sectors and Institutions. The student has to demonstrate competency against the performance criteria defined in the National Occupation Standards and the assessment will indicate that they are 'competent', or are 'not yet competent'. The assessors assessing the skills of the students should possess a current experience in the industry and should have undergone an effective training in assessment principles and practices. The Sector Skill Councils should ensure that the assessors are provided with the training on the assessment of competencies.

Practical examination allows candidates to demonstrate that they have the knowledge and understanding of performing a task. This will include hands-on practical exam and viva voce. For practical, there should be a team of two evaluators – the subject teacher and the expert from the relevant industry certified by the Board or concerned Sector Skill Council. The same team of examiners will conduct the viva voce.

Project Work (individual or group project) is a great way to assess the practical skills on a certain time period or timeline. Project work should be given on the basis of the capability of the individual to perform the tasks or activities involved in the project. Projects should be discussed in the class and the teacher should periodically monitor the progress of the project and provide feedback for improvement and innovation. Field visits should be organised as part of the project work. Field visits can be followed by a small-group work/project work. When the class returns from the field visit, each group might be asked to use the information that they have gathered to prepare presentations or reports of their observations. Project work should be assessed on the basis of practical file or student portfolio.

Student Portfolio is a compilation of documents that supports the candidate's claim of competence. Documents may include reports, articles, photos of products prepared by students in relation to the unit of competency.

Viva voce allows candidates to demonstrate communication skills and content knowledge. Audio or video recording can be done at the time of viva voce. The number of external examiners would be decided as per the existing norms of the Board and these norms should be suitably adopted/adapted as per the specific requirements of the vocational subject. Viva voce should also be conducted to obtain feedback on the student's experiences and learning during the project work/field visits.

CONTINUOUS AND COMPREHENSIVE EVALUATION

Continuous and Comprehensive Evaluation (CCE) refers to a system of school-based evaluation of students that covers all aspects of student's development. In this scheme, the term `continuous' is meant to emphasize that evaluation of identified aspects of students `growth and development' is a continuous process rather than an event, built into the total teaching-learning process and spread over the entire span of academic session. The second term `comprehensive' means that the scheme attempts to cover both the scholastic and the co-scholastic aspects of students' growth and development. For details, the CCE manual of Central Board of Secondary Education (CBSE) or the guidelines issued by the State Boards on the procedure for CCE should be followed by the Institutions.

5. UNIT CONTENTS

Grade IX Part A: Employability Skills

Unit No.	Unit Name	Duration in Hours
Unit 1	Communication Skills – I	15
Unit 2	Self-management Skills – I	10
Unit 3	Information and Communication Technology Skills – I	15
Unit 4	Entrepreneurial Skills – I	10
Unit 5	Green Skills – I	10
	Total	**60**

Unit 1: Communication Skills – I				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (10 Hours)**	**15**
1	Demonstrate the knowledge of importance, elements and perspective in communication	• Introduction to communication process • Importance of communication • Elements of communication • Perspective in communication • Effective communication	• Role play on the communication process • Group discussion on the importance of communication and factors affecting perspectives in communication • Charts preparation on elements of communication • Asking students to write statements exemplify the use of 7Cs (i.e. Clear, Concise, Concrete, Correct, Coherent, Courteous and Complete) for effective communication	02
2	Demonstrate the knowledge of verbal communication	• Verbal communication • Types of verbal communication • Advantages & disadvantages • Public speaking	• Role play of a phone conversation • Chat prepartion on types of verbal communication • Group discussion on advantages and disadvantages of verbal communication • Delivering a speech and practicing public speaking by using 3P's.	02
3	Demonstrate the knowledge of non-verbal communication	• Non-verbal communication • Importance of non-verbal communication • Types of non-verbal communication	• Role plays on non-verbal communication • Group discussion and demonstration of Do's and Don'ts to avoid body language	01

		• Visual communication	mistakes • Group discussion on three methods of communication	
4	Demonstrate the knowledge of basic writing skills	• Writing skills: Parts of speech • Using capitals • Punctuations • Basic parts of speech	• Reading paragraphs and sentences and identifying parts of speech • Constructing and writing sentences by using parts of speech • Identifying nouns by guessing the name, place, animal, and thing.	02
5	Describe the parts and types of sentences	Writing skills: Sentences • Parts of a sentence • Types of objects • Types of sentences – active and passive • Types of sentences, according to their purpose • Paragraphs	• Framing and writing sentences using direct and indirect objects • Writing paragraph using active and passive voice • Writing different types of sentences (i.e. declarative, exclamatory, interrogative and imperative)	01
6	Demonstrate the knowledge of pronunciation basics	• Pronounciation basics • Speaking correctly • Phonetics • Types of sounds	• Practicing words and identifying vowels, diphthongs and consonants • Practicing the pronunciation of words	01
7	Demonstrate how to greet and introduce self	• Greetings and Introductions • Greetings • Types of greetings • Introducing yourself and others	• Role-play on Formal and informal greetings • Role-play on introducing someone • Practice and discussion on how to greet different people.	01
8	Answer questions that others ask about you	• Talking about self • Filling a form	• Practicing introducing yourself • Practicing filling of forms • Role-play on Self Introduction	01
9	Asking questions according to a situation	• Asking questions • Need for asking questions • Method for asking questions	• Framing and writing questions (using Who, Where, When, What, Why and How) • Framing and writing questions (based on purpose of the question) • Discussing and guessing the personality using framed questions	02
10	Use the correct question words to ask open-ended	• Asking questions • Types of questions • Framing questions	• Framing and writing open-ended and close-ended	02

	and close-ended questions		questions. • Group practice on framing questions • Identifying open-ended and closed-ended questions.	
			Total Duration in Hours	**15**

Unit 2: Self-management Skills – I				
Sn	**Learning Outcome**	**Theory (07 Hours)**	**Practical (03 Hours)**	**10**
1.	Describe the meaning and importance of self-management	• Introduction to self managemen t and its components • Self-awareness • Self-confidence • Self-motivation • Positive thinking • Self-control • Problem solving • Personal hygiene and grooming, • Team work • Time management • Goal setting	• Group discussion on self-management skills • Performing activities to know how much aware are you about yourself. • Chart preparation on components of self-management	01
2.	Identify strength and weakness analysis	• Identifying strength and weakness • Knowing yourself • Strength and weakness analysis • Difference between interests and abilities	• Group discussion on aim and goal in life • Perform a strength and weakness analysis • Group discussion on interests and abilities	01
3.	Build self-confidence	• Self–confidence, • Qualities of self-confident people, • Building self-confidence	• Role play on building self-confidence • Performing activities on building confidence through positive words	02
4.	Build the concept on positive thinking	• Posittive thninking, • Posittive thninking and its importance, • How to keep your things positive	• Storytelling, • Role-play on following the class rules • Practicing saying positive words • Making a list of steps involved in self-reflection) on how you will follow positive attitude practices • Home activity on helping others,	02
5	Describe the concept and aspects of personal hygiene	• Personal hygiene • Three steps of personal hygiene - Care, Wash, Avoid • Essential steps of handwashing	• Role-play on following personal hygiene steps • Discussion and follow up on personal hygiene practices	02

6	Follow the guidelines for dressing and personal grooming	• Grooming • Grooming and its importance, • Guidelines for dressing and personal grooming – clothes, hair, face	• Role play on dressing and grooming standards • Self-reflection on dressing and grooming well	02
			Total Duration in Hours	**10**

Unit 3: Information and Communication Technology Skills – I				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (10 Hours)**	**15**
1.	Explain the role of Information and Communication Technology (ICT) in day-to-day life and the workplace	• Introduction to Information and Communication Technology (ICT) • ICT at workplace • ICT at home	• Group discussion on past, present, and future use of ICT • Preparations of posters on applications of ICT	02
2.	Differentiate between the ICT tools and use of mobile apps	• ICT tools – • Smartphones, • Tablets, • TV and Radio	• Performing activities to get familiar with mobile devices	01
3.	Differentiate between smartphones and tablets	• ICT tools – smartphone and tablet, • Mobile device layout • Basic features of a mobile device • Home screen of mobile device • Basic gestures used	• Performing activities to get familiar with the mobile device – use and applications of mobile devices	01
4.	Describe the parts of computer and computer peripherals	• Parts of a computer, • Input devices, • Output devices, • Peripherals devices and their functions, • Central Processing Unit (CPU), • Understanding Random Access Memory (RAM) and Read Only Memory (ROM), • Motherboard, • Ports and connectons.	• Chart preparation on components of a computer • Group activity on connecting devices to a computer	02
5.	Demonstrate basic computer operations	• Basic computer operations, • Computer hardware and software, • Starting a computer, • Log in and log out, • Shutting down computer, • Using the keyboard • Using mouse	• Group activity on use of computer • Group practice on using the keyboard	02
6.	Perform basic file	• Performing Basic file operations,	• Group practice on creating a	01

	operations	• File and folders – creating afile and using text editor	file	
7.	Demonstrate the knowledge of internet and networking	• Communication and Networking -Internet browsing • Use of internet • Connecting to internet • Types of connection • Bandwidth • Internet browser	• Group discussion on the uses of internet	01
8.	Perform internet browsing	• World Wide Web • Web pages • Web browsers	• Group practice on web browsing	01
9.	Apply the knowledge of communication networking	• Introduction to Email • Working of Email • Email address • Advantages of Email	• Group discussion on using Email and its advantages	01
10.	Create an Email account	• Creating an Email account • Steps to open an Email account on Gmail	• Group practice on creating and opening an Email account	01
11.	Write an Email	• Writing an Email • Attaching a file to an Email • Managing folders in Email account	• Group practice on receiving and replying to an email message	01
12.	Reply an Email	• Receiving Email, • Replying to an Email • Forwarding Email • Deleting Email	• Group practice on receiving and replying to an Email.	01
			Total Duration in Hours	**15**

Unit 4: Entrepreneurial Skills – I				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (05 Hours)**	**10**
1.	Describe the concept of Entrepreneurship skills	• Concept of Entrepreneurship and Enterprise	• Group activity on guessing the Entrepreneur	01
2.	Describe the role of entrepreneurship	• Role of Entrepreneurship • Economic development • Social development • Improved standard of living • Optimal use of resources • More benefits at lower prices products and services at competitive prices	• Group discussion on "A world without entrepreneurship" • Role play on roles of entrepreneurship	02
3.	Describe the qualities of a successful	• Qualities of a successful entrepreneur • Patience	• Role play on appearing for interview • Group activity on inteeractions	02

	entrepreneur	• Positive attitude • Hardworking • Confident • Open to trial and error • Creative and innovative	with entrepreneurs	
4.	State the characteristics of entrepreneurship	• Dstinguishing characteristics of entrepreneurship and wage employment • Characteristics of entrepreneurship • Wage employment • Benefits of entrepreneurship	• Group activity on identifying characteristics of enterprise • Discussion on advantages of entrepreneurship over wage employment	02
5.	Identify the type of business activity	• Types of business activities • Product business • Service business • Hybrid business	• Group activity on identifying different types of products and services	01
6.	Differentiate between the product, service, and hybrid businesses	• Product, Service, and Hybrid Businesses • Types of product-based business • Manufacturing businesses • Trade businesses	• Poster making on business activities around us	01
7.	Describe the entrepreneurship development process	• Enterpreneurship development process • Steps of starting a business – idea generation, getting money and material, understanding customer needs, improving product/ service	• Group activity on Make-and-Sell business	01
			Total Duration in Hours	**10**

Unit 5: Green Skills – I				
Sn	**Learning Outcome**	**Theory (07 Hours)**	**Practical (03 Hours)**	**10**
1.	Demonstrate the knowledge of society and environment	• Society and Environment • Natural resources • Renewable and Non-renewable resources • Types of pollutions • Climate change • Harmful radiation • Natural disaster • Saving the environment: What can you do? • Reduce, reuse and recycle • Actions for saving the environment	• Group activity on listing the factors influencing the environment • Group activity on listing the steps one can take to save the environment	05

2.	Describe the meaning and importance of conserving natural resources	• Conserving the natural resources • Soil conservation • Water conservation • Energy conservation • Food conservation • Forest conservation	• Group discussion on conserving natural resources	02
3.	Describe the meaning and scope of sustainable development and green economy	• Sustainable Development • Sustainable Development Goals (SDGs) • Green growth • Green economy • Components of green economy – Renewable energy, green building, well managed • Skill development for the green economy • Green skills • Green jobs • Green projects	• Group discussion on importance of green skills • Poster making on importance of green economy	03
			Total Duration in Hours	**10**

Grade IX Part B: Vocational Skills

Unit No.	Unit Name	Duration in Hours
Unit 1	Fundametals of Computer and Peripherals	30
Unit 2	Installation and Configuration of Windows Operating System	30
Unit 3	Installation and Configuration of Linux Operating System	30
Unit 4	Work Ethics, Quality, Health and Safety	30
	Total Duration	**120**

Unit 1: Fundametals of Computer and Peripherals				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Describe the Basic Functionality of Computer System	• Computer System and its Functional units, • Block diagram of Computer, • Basic functionality of Computer, • Characteristics and Limitations of Computer, • Computer Hardware and Software, • Main Components of the Computer System, • Classification of Computers – Analog, Digital, Hybrid, • Types of computer – Micro, Mini, Mainframe, Super computer, • Classification of Computer – Desktop, Server, Mobile Computers. • Internal components of Computer – Computer Case, Motherboard, CPU, RAM, Hard Drive, Solid State Drive, Graphics Card, Sound Card, Power Supply Unit,	• Draw the block diagram of computer and label its functional units, • Prepare the list of real life examples of using computer with its characteristics, • Prepare the list of computer hardware and software components, • Identify and name the main components of computer, • Identify the given computer as analog, digital, or hybrid type, • Prepare the list of types of computers with its featurs and capacity, • Identify and name the type of computer, • List the internal Components of Computer System, • Identify and name the given internal Components of Computer System,	10
2.	Describe the Input, Output Devices	• Input and Output Devices, • Types of Input Devices, • Text Input Devices – Keyboard, Mouse, Light Pen, Touch Screen, Graphic Tablet, Touchpad, Joystick, • Audio Visual Input Devices – Scanner, Microphone, Digital	• Give the names of 5 Input Devices and 5 Output Devices, • Identify the Type of given Input Device, • Demonstrate to Connect and Disconnect Input Device to the Computer, • Demonstrate to use of Input	10

		Camera, Webcam, • Input Card Readers – Smart Card or Chip Teader, Magnetic Strip Reader, • Input-reading Text or Codes – Bar code, QR Code, OMR, MICR, OCR, • Input Sensors – Remote control, Biometric Sensor, • Types of Output Devices – Soft Copy, Hard Copy, Sound Output devices, • Soft Copy Output Device – Monitor, Projector, • Hard Copy Output Devices – Printer, Plotter, 3D Printer, • Sound Output Devices.	Devices and Check it for proper functionaligy, • Demonstrate to Scan the Bar Code and QR Code and verify it for the desired output, • Identify and name the given Output Device, • Prepare the list of Soft and Hard Copy Output Devices, • Demonstrate to connect and disconnect Output Device to the Computer, • Demonstrate to use Output Devices and check it for proper functionaligy, • Prepare the list of Sound Output Devices.	
3.	Describe the Storage and Peripheral Devices	• Digital Data Storage Devices, • Capacity and measuring unit of Memory • Types of Secondary Storage Devices – Magnetic, Optical, Flash, Cloud Storage, • Magnetic Storage Devices – Floppy Disk, Hard Drive, Zip Disk, Tape, Solid State Drives, • Optical Storage Devices – CD ROM, DVD ROM, Blu-Ray Disk, • Flash Memory Devices – USB Flash Drive, Secure Digital Card, • Cloud Storage – Dropbox, Google drive, • Peripheral Devices – Printer, Scanner, Speakers.	• Give the names of 5 storage devices, • Prepare a table recording the capacity of various storage devices, • Identify and name the given storage device, • Demonstrate to connect and disconnect storage devices to the computer, • Demonstrate to use storage devices, • Prepare a table giving the storage capacity of various storage device, • Demonstrate to Connect and use Peripheral Devices.	10
			Total Duration in Hours	**30**

Unit 2: Installation and Configuration of Windows Operating System				
Sn	**Learning Outcome**	**Theory (15 Hours)**	**Practical (15 Hours)**	**30**
1.	Describe the functioins of operating system	• Overview of Operating System, • Need of Operating System, • Features of Operating System, • Structure of Operating System, • Components of Operating System – Kernel, Shell, • Functions of Operating System,	• Observe the booting process of Computer and note the instructions on the screen, • Observe the functions of Operating Sytem while working on the Computer, • Prepare the table enlisting the	10

		• Types of Operating System, • Examples of Operating System, • Classification of Operating System – Single user, Multiuser, Multi-tasking, Multiprocessing, Time sharing, Batch processing.	features and versions for various Operating Systems, • Demonstrate to perform the general tasks in Operating Sytem.	
2.	Install Windows operating sytem	• Windows Operating System versions and features, • System requirement to install Windows Operating System, • Types of Windows 10 installation – Clean installation and Upgrade installation, • Configuring the boot order, • Disk Management, • Creating Patition in Windows, • Procedure for clean installation of Windows 10, • Procedure for upgrade installation of Windows 10, • Finalisation of Windows 10 installation.	• List the features, versions and system requirement of Windows Operating System, • Identify the configuration on the given system and suggest the suitable version of Windows that can be installed on it, • Demonstrate to configure boot order before installation of Windows, • Demonstrate to create patition in Windows, • Demonstrate to install Windows 10 on a new computer, • Demonstrate to upgrade install Windows 10.	10
3.	Configure Windows operating sytem	• Windows Desktop, • Task Manager, • File Explorer, • Procedure for configuration of Windows operating system for various settings using Control Panel - Appearance and Personalization, Clock, Language, and Region, Ease of Access, Hardware and Sound, Network and Internet, Programs, System and Security, User Accounts. • Procedure for installation of system utilities and application software in Windows, • Procedure for installation of Peripherals using device driver – Printer, Scanner and other peripheral devices	• Demonstrate to configure Windows Desktop, • Demonstrate to work with Windows Task Manger, • Demonstrate to work with Windows File Explorer, • Demonstrate to Create, Change and Delete User Account, • Demonstrate to configure various settings using Control Panel - Appearance and Personalization, Clock, Language, and Region, Ease of Access, Hardware and Sound, Network and Internet, Programs, System and Security, User Accounts, • Demonstrate to install Peripherals using device driver	10
			Total Duration in Hours	**30**

Unit 3: Installation and Congiguration of Linux Operating System				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Install Linux operating sytem	• Linux operating system distributions, features, and system requirement, • Types of Linux installation – clean installation, dual booting, installation using virtual box, • Creating Ubuntu Linux bootable disk, • Booting from USB Flash drive, • Drive Management, • Procedure for installation Ubuntu Linux, • Procedure for installation of Ubuntu Linux in dual booting, • Procedure for installing Ubuntu Linux in Virtual Box	• List the features of various distributions of Linux Operating System, • Demonstrate to Create Ubuntu Linux bootable disk, • Demonstrate to configure boot order for installation of Linux, • Booting from USB Flash drive, • Demonstrate to install Ubuntu Linux on a new computer, • Demonstrate to install Ubuntu Linux on Windows computer for dual booting, • Demonstrate to install Ubuntu Linux on Virtual Box.	10
2.	Perform post installation task in Linux operating sytem	• Post installation tasks in Ubuntu Linux, • Customize Ubuntu desktop interface, • Procedure to install Desktop and icon themes, • Basic commands in Linux, • Commands for update, upgrade, install and remove packages, • Install the Package Using Software Center, • Downloading and installing Debian Packages, • Connecting to the Internet.	• Demonstrate Post installation tasks of Ubuntu Linux, • Demonstrate to Customize Ubuntu desktop interface, • Demonstrate to execute basic Linux commands, • Demonstrate to update, upgrade, install and remove packages using commands, • Demonstrate to Install Package using Software Center, • Demonstrate to download and install Debian Packages, • Demonstrate to connect to the Internet.	10
3.	Install and Configure Peripheral devices	• User Management – Adding a User and Group, Assigning permissions to User, Group, • Storage Mangement – Adding a new disk, Mounting and unmounting file system, • File system in Linux, • Installing and setting Printer in Ubuntu Linux, • Installing and setting Scanner in Ubuntu Linux.	• Demonstrate to add User and Group, • Demonstrate to assisgn permissions to User, Group, • Demonstrate to Mount and unmount the new disk, • Demonstrate to install Printer in Ubuntu Linux, • Demonstrate to install Scanner in Ubuntu Linux.	10
			Total Duration in Hours	**30**

Unit 4: Work Ethics, Quality, Health and Safety				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Describe the process of achieving optimum productivity and quality	• Importance of cleanliness, air and water quality in the workplace, • Importance of time management to meet daily target, • Importance of Quality in delivery of work, • Organization's policies and procedures and work ethics	• Group activity to keep work area clean and tidy, • Prepare a to do list and demonstrate to complete work effectively in time to meet daily target, • Check the quality of work with the expected standards, • Group activity to comply with organization's policies and procedures	08
2.	Explain the importance of implementing health and safety procedures	• Organisation safety and health policy, • ESD precautions, • Types of accident injury or hazard	• Group acticity to observe and follow organisation safety guidelines, • Demonstrate to observe ESD precautions, • Identify and report any accident injury or hazard	08
3.	Demonstrate the process of organizing waste management and recycling	• Recyclable/non-recyclable and hazardous wastes, • Methods of recycling as well as repairing and reusing, electronic components, • Different waste categories – dry, wet, recyclable, non-recyclable and single use plastic items, • Waste management and waste disposal procedures, • Effect of greening of jobs	• Identify and segregate recyclable/non-recyclable and hazardous wastes, • Group activity to dispose waste as per the procedures, • Group activity to recyclie, repair and reuse electronic components, • Participate in waste management and waste disposal workshops organised at workplace	08
4.	Explain the importance of conserving resources	• Efficient utilisation of material and water, • Prevalent energy efficient devices, • Common electrical problems, • Cleaning of tools, machines and equipment • Common practices of conserving electricity	• Group activity to demonstrate efficient utilisation of resources, material and water, • Make the list of equivalent energy efficient devices, • Perform routine cleaning of tools, machines and equipment • Demonstrate the common practices of conserving electricity.	06
			Total Duration in Hours	**30**

Grade X Part A: Employability Skills

Unit No.	Unit Name	Duration in Hours
Unit 1	Communication Skills – II	15
Unit 2	Self-management Skills – II	10
Unit 3	Information and Communication Technology Skills – II	15
Unit 4	Entrepreneurial Skills – II	10
Unit 5	Green Skills – II	10
	Total	**60**

Unit 1: Communication Skills – II				
Sn	**Learning Outcome**	**Theory (07 Hours)**	**Practical (08 Hours)**	**20**
1.	Demonstrate the knowledge of various methods of communication	• Methods of communication • Communication process and elements	• Role plays on communication process • Group discussion on the effects of elements of communication cycle.	02
2.	Describe the types of verbal communication	• Verbal communication • Types of verbal communication • Advantages and disadvantages of verbal communication • Mastering verbal communication	• Role play of a telephonic conversation • Chart preparation on types of verbal communication • Group discussion on the advantages and disadvantages of verbal communication • Group activity on delivering a speech and practicing public speaking.	02
3.	Demonstrate the knowledge of non-verbal communication	• Non-verbal communication – Importance of non–verbal communication • Types of non-verbal communication • Visual communication	• Role play on non-verbal communication • Group discussion and practice on how to avoid body language mistakes • Group discussion on three methods of communication	02
4.	Describe the communication cycle and importance of feedback	• Communication cycle and importance of feedback • Feedback • Types of feedback • Importance of feedback	• Role play on providing feedback • Group activity on constructive feedback	02

5.	Identify the barriers to effective communication	• Effective communication
		• Barriers to effective communication -
		  • Physical barriers
		  • Linguistic barrier
			• Role play on barriers to effective communication
			• Group practice on overcoming the barriers to effective communication
				03

		• Interpersonal barriers • Organizational barriers • Culture barriers • Ways to overcome barriers to effective communication	• Chart preparation on barriers to effective communication	

6.	Demonstrate the knowledge of parts of speech	• Writing skills – Parts of speech
		• Capitalization
		• Punctuations
		• Basics of parts of speech
		• Supporting parts of speech
		  • Article
		  • Conjunctions
		  • Prepositions
		• Interjections
			• Reading paragraph and sentences and identifying parts of speech
			• Group activity on sentence construction
			• Identifying nouns by guessing the name, place, animal, or thing
				02

7.	Write sentences	• Meaning of sentence
		• Parts of sentence
		  • Subject
		  • Verb
		  • Object
		• Types of objects
		• Types of sentences
		  • Active
		  • Passive
		• Paragraphs
			• Making sentences using direct and indirect objects
			• Writing a paragraph using active and passive voice
			• Framing different types of sentences (i.e., declarative, exclamatory, interrogative and imperative)
				02

			Total Duration in Hours	**15**

Unit 2: Self-Management Skills – II				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (05 Hours)**	**10**
1.	Apply stress management techniques	• Stress management • Stress and Stress management techniques • Management technique • Ability to work independently • Emotional intelligence	• Role Play on avoiding stressful situation, • Activity on listing stressful situations and discussing the stress management techniques like yoga, deep breathing exercises	02
2.	Identify strengths and weaknesses of self	• Self-Awareness – Strength and Weakness Analysis • Knowing yourself • Strength and weakness analysis • Techniques for identifying strengths and weaknesses • Difference between interests and abilities	• Group discussion on aim and goal in life • Perform a strength and weakness analysis • Group discussion on interests and abilities	02
3.	Demonstrate the knowledge of self - motivation	• Self-Motivation • Types of motivation • Qualities of self-motivated	• Group discussion on staying motivated • Activity on listing the ways to	02

		people • Building self–motivation	motivate oneself	

4.	Set SMART goals	• Self regulation – Goal setting,
		• Goals and setting SMART Goals
		• How to set SMART Goals,
		  • Specific
		  • Measurable
		  • Achievable
		  • Realistic
		  • Time bound
			• Group activity on setting SMART goals
			• Writing long- term and short-term goals
			• Activity on listing the ways to surely set SMART goals
				02

5.	Demonstrate the knowledge of time management	• Self-Regulation – Time Management
		• Time management and its importance
		• Example and non-example of time management
		• Four steps for effective time management
		  • Organise
		  • Prioritise
		  • Control
		  • Track
		• Tips for practicing the four steps of effective time management
			• Preparing a list of activities to practice time management
			• Discussion on how to manage time to reach school on time
				02

			Total Duration in Hours	**10**

Unit 3: Information And Communication Technology Skills – II				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (10 Hours)**	**15**
1.	Perform basic computer operations	• Basics computer operations, • Starting a computer - basic functions performed when a computer starts, login and logout, • Shutting down a computer, • Using keyboard, • Using a mouse - Roll over or hover, Point and click, Drag and drop, Double click	• Demonstration on use of computers • Group practice on using the keyboard	07
2.	Perform basic file operations	• Concept of basic file operations • Files and folders • Creating a file • Creating a folder	• Demonstration and practice on creating a file and folder	02
3.	Demonstrate computer care and maintenance	• Importance of care and maintenance of computers • Basic tips for taking care of	• Making a chart on care and maintenance of computer	03

		devices • Cleaning computer devices • Preparing maintenance schedule for computers • Taking backup data • Scanning and cleaning viruses • Removing SPAM files		
4.	Describe the importance of maintaining computer security and privacy	• Computer security and privacy • Reasons for security breach • Threats to computer • Protecting your data	• Group work on preparing a chart of computer security and privacy	03
			Total Duration in Hours	**15**

Unit 4: Entrepreneurial Skills – II				
Sn	**Learning Outcome**	**Theory (05 Hours)**	**Practical (05 Hours)**	**10**

1.	Describe the meaning of entrepreneurship	• Entrepreneurship and society
		• Activities of entrepreneurs:
		  • Fulfil customer needs
		  • Use local materials
		  • Help society
		  • Create job
		  • Share wealth
		  • Lower price product
			• Group work on finding the problems in school campus and turning them into business opportunities	03

2.	Identify the qualities and functions of an entrepreneur	• Qualities and functions of an entrepreneur • Qualities of an entrepreneur	• Activity on self-assessment of entrepreneurial qualities • Brainstorming on solving a problem in their area • Taking an interview of an entrepreneur	02
3.	Describe the myths and realities about entrepreneurship	• Misconceptions and myths about entrepreneurship	• Group activity on identifying everyday heroes • Activity on interviewing the entrepreneurs • Group activity on making items and selling to someone	02
4.	Describe entrepreneurship as a career option	• Entrepreneurship as a career option • Meaning of career • Ways of earning a living • Self-employment • Wage employment • Entrepreneurship career process – Enter, Survive, Grow	• Brainstorming on entrepreneurship as a life option • Group discussion on The power of entrepreneurship	03
			Total Duration in Hours	**10**

Unit 5: Green Skills – II				
Sn	**Learning Outcome**	**Theory (07 Hours)**	**Practical (03 Hours)**	**10**
1.	Demonstrate the knowledge of green skills	• Sustainable development, • Importance of sustainable development, • Problems related to sustainable development, • Sustainable development Goals, • Sustainable development initiatives, • Sustainable process	• Group activity on creating garden in the school or planting tree saplings • Group discussion on "How to prevent wastage"	05

2	Describe the role of self in sustainable development	• Our role in sustainable development
		• Our role towards Sustainable Development
		  • Quality education
		  • Clean water and sanitation
		  • Affordable and clean energy
		  • Decent work and economic growth
		  • Reducing inequalities
		  • Creating sustainable cities and communities
		  • Responsible consumers and producers
		  • Protect life below water
		• Protect life on land
			• Group discussion on conservation and protection of environment
			• Group activity on organising an art project using waste
				05

			Total Duration in Hours	**10**

Grade X Part A: Vocational Skills

Unit No.	Unit Name	Duration in Hours
Unit 1	Basic Electronics, Tools and Equipment	30
Unit 2	Installation and Configuration of Motherboard and its Components	30
Unit 3	Installation and Configuration of Computer Hardware	30
Unit 4	Computer Assembly and Disassembly	30
	Total Duration	**120**

Unit 1: Basic Electronics, Tools and Equipment				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Describe the Basic Concepts of Electronics	• Introduction to Electricity and Electronics, • Electronic Circuits and their Components, • Electronic Components – Active and Passive, • Active components – Diode, Transistor, Integrated Circuit, LED, Power Source, Solenoid • Passcive Components – Transformer, Resistor, Capacitor, Inductor, Fuse	• Switch on/ off the electrical appliances such as electric fan, TV, Computer and determine the presence of electricity. • Identify electronic circuits and their components • Identify and name the Electronic Components embedded on PCB, • Categorise the given components as Active or Passive	10
2.	Describe the Electronic Circuit Components	• Types of Electronic Circuits – Analog and Digital, • Basic Building Blocks of Analog Circuit – Series and Parallel Connection, • Basic Building Blocks of Digital Circuit – Logic Gates, Microprocessor/ Chip, Microcontroller • Integrated Circuits – Digital, Analog, Mixed, General Integrated Circuits, • Voltage and Power Requirement for Hardware, • Power Supply Unit (PSU) and colour codes of PSU cables.	• Identify and List the Basic Building Blocks of Analog Circuit, • Identify and List the Basic Building Blocks of Digital Circuit, • Read the Voltage, Current, and Power ratings of various components, • Write the voltage requirement for the components – USB port, CPU fan, Motherboard, Graphic Card, CPU, • Write the voltages of different color cables of PSU.	10
3.	Use Tools, Equipment and Measuring Instruments	• Common Hand Tools – Cutter, Combinatioin Plier, Screwdriver, • Measuring instruments – Phase Tester, Earth Tester, Watt Meter, Engergy Meter, Multi-meter,	• Group activity to use various Hand Tools, • Measure Electrical Quantities and Test Electronic Component,	10

		Clamp Meter, • Measurement of AC, DC Voltage and Current using Multi-meter and Clamp Meter,, • Safey practices to use Tools, Equipment and Measuring Instruments.	• Calculate the Current flowing through Resistance, • Calculate the Current flowing in live wire using Clamp meter, • Measure the given AC, DC Voltage and Current by using Multi-meter and Clamp meter.	
			Total Duration in Hours	**30**

Unit 2: Installation and Configuration of Motherboard and its Components				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Install the Motherboard	• Motherboard and its Components, • Functions of Motherboard Components, • Types of Motherboards, • Form Factors, • Ports and Connectors on Motherboard, • Slots and Sockets on Motherboard, • Connections of various components on Motherboard, • Procedure for installation of Motherboard.	• Identify and name the diffierent components of Motherboard, • List the Functions of various Components of Motherboard, • Identify and name the Type of Motherboards, • Identify and name the Ports and Connectors on Motherboard, • Identify and name the Slots and Sockets on Motherboard, • Group Activity to connect and disconnect various components and Install the Motherboard.	10
2.	Install the CPU or Processor on the Motherboard	• CPU or Processor Architecure, • Features and working of CPU, • Generations and Types of CPU, • Specifications of CPU, • Speed, Form Factor and Performance of CPU, • CPU Fan, • Procedure for installation of CPU and CPU Fan.	• Watch the video to understand the Working of CPU & CPU Fan, • List the Features of CPU, • Identify the Types of CPU, • Prepare the Specifications of CPU and understand the Speed and Form Factor of CPU, • Group Activity to Install the CPU and CPU Fan on Motherboard.	06
3.	Install the RAM Modules on the Motherboard	• Importance of RAM in computer, • Features, Types and Specifications of RAM Modules, • Examples of RAM Modules, • Procedure for installation of RAM Modules on Motherboard in Desktop and Laptop.	• List the Features, Types and Specifications of RAM Modules, • Identify the RAM Modules, • Identify the slots of RAM Modules on the Motherboard, • Group Activity to Install the RAM Modules on Motherboard .	06
4.	Install the Graphics Card and Sound Card on the	• Importance of Graphics Card and Sound Card in Computer, • Features and Specifications of	• List the Features and Specifications of Graphics Card and Sound Card,	04

	Motherboard	Graphics Card and Sound Card, • Procedure for installation of Graphics Card and Sound Card on the Motherboard,	• Identify the slots of Graphics Card and Sound Card on the Motherboard, • Group Activity to Install the Graphics Card and Sound Card	
5.	Install CMOS Battery on the Motherboard	• Importance of CMOS Battery in Computer, • Features and Specifications of CMOS Battery, • Procedure for installation and un-installation of CMOS Battery on Motherboard	• List the Features and Specifications of CMOS Battery, • Identify the CMOS Battery on Motherboard, • Identify the slots of CMOS Battery on the Motherboard, • Group Activity to Install and Uninstall the CMOS Battery on Motherboard.	04
			Total Duration in Hours	**30**

Unit 3: Installation and Configuration of Computer Hardware and Peripherals				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Install the Power Supply Unit (PSU)	• Power Supply Unit – Need and Requirement of PSU in Computer, • Working and Operation of PSU, • Features and Specifications of PSU, • Connection of PSU, • Procedure for installation of PSU in Computer.	• List the Features and Specifications of PSU, • Watch the video and observe the working of PSU, • List the Features and Specifications of PSU, • Identify the connectors of PSU, • Group Activity to Install and Uninstall the PSU in Computer.	06
2.	Install the Disk Drive	• Disk Drives – Floppy Disk Drive, CD/ DVD Drive, Hard Disk Drive, • Working and Operation of Disk Drives, • Features, Speed and Specifications of Disk Drives, • Connectors of Disk Drives, • Procedure for installation of Disk Drives in Computer.	• List the Features and Specifications of Disk Drives, • Watch the video and observe the working of Disk Drive, • List the Features and Specifications of Disk Drives, • Identify the connectors of drive, • Group Activity to Install and Uninstall the Disk Drives.	08
3.	Install Monitor	• Computer Monitor, • Types of Monitor, • Specifications of Monitor, • Power requiment for Monitor, • Procedure for installation of Monitor.	• List the Features and Specifications of Monitor, • Watch the video and observe the working of Monitor, • Group Activity to Install and Uninstall the Monitor.	06
4.	Install the Peripherals	• Computer Peripherals – Printer, Scanner, Speakers, • Specifications and Types of	• Identify and name the Peripherals, • List the Features and	08

		Peripherals, • Power requiment for Peripherals, • Connectors and Slots for Peripherals, • Procedure for installation of Peripherals,	Specifications of Peripherals, • Watch the video and observe the working of Peripherals, • Identify the Connectors and Slots of Peripherals, • Group Activity to Install and Uninstall the Peripherals.	
5.	Install the Keyboard and Mouse	• Types of Keyboard and Mouse, • Connectors and Slots of Keyboard and Mouse, • Features and Specifications Keyboard and Mouse, • Procedure for installation of Keyboard and Mouse,	• Identify the Connectors and Slots of Keyboard and Mouse, • List the Features and Specifications Keyboard and Mouse, • Connect and Disconnect the Keyboard and Mouse,	02
			Total Duration in Hours	**30**

Unit 4: Computer Assembly and Disassembly				
Sn	**Learning Outcome**	**Theory (12 Hours)**	**Practical (18 Hours)**	**30**
1.	Assemble and Dismenlte the Desktop Computer	• Computer Parts and Peripherals and their Compatibility, • Precautions for Computer Assembly, • Tools for Computer Assembly, • Procedure for Computer Assembly and Dis-assembly, • Testing the functionality of each part of computer, • Confirm and completion of Computer Assembly, • Procedure to dismantle the Computer into separate parts.	• Arrange the Computer Parts and Peripherals for Computer Assembly, • Check the compatibility of various parts of Computer, • Select the appropriate Tools for Computer Assembly, • Group Activity to Assemble the Desktop Computer, • Group Activity to Test the functionality of Computer after Assembly, • Group Activity to dismantle the Computer into separate parts.	15
2.	Assemble and Dismenlte the Laptop Computer	• Mobile Devices, • Laptop commponents and their compatibility,, • Laptop configuration, • Tools for Laptop Assembly, • Procedure for Laptop Assembly, • Testing the functionality of each part of Laptop, • Confirm and completion of Laptop Assembly, • Procedure to dismantle the Laptop into separate parts.	• Check the compatibility of various parts of Laptop, • Select the appropriate Tools for Laptop Assembly, • Group Activity to Assemble the Laptop Computer, • Group Activity to Test the functionality of Laptop and confirm Laptop Assembly. • Group Activity to dismantle the Laptop into separate parts and peripherals.	15
			Total Duration in Hours	**30**

6. ORGANISATION OF FIELD VISITS

In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.

Visit a workshop or service center and observe the following: Location, Site, Computer system and peripherlas, Parts of computer, Assembly, Installation, Repair and Mainenance of the computer and peripherals, Use of tools and equipment. During the visit, students should obtain the following information from the owner or the supervisor :

1. Explain the use of appropriate tools, parts, relevant reference sheets, manuals and documents.
2. Disposing the packaging material waste as per the company's norms.
3. Detect basic electrical faults such as improper/no earth, defective power cord, connector or internal wiring defect, short/ loose/open contacts, blown fuse
4. Inspect each component of computer system and peripherals and study their specifications,
5. Identify requirements for computing peripheral installation and setup,
6. Install and configure the computing peripherals in the system,
7. Setup the computing peripherals in the system,
8. Interact and coordinate with supervisor and colleagues,
9. Work as per the given timeline and quality standards,
10. Maintain a safe, healthy and secure work environment

7. LIST OF EQUIPMENT AND MATERIALS

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

Tools, Equipment and Other Materials

Desktop Computer System and Parts, Laptop and Parts, Peripherals – Printer, Dot Matrix Printer, Laser Printer, Inkjet Printer, Multi-Function Laser Printer, Scanner, Speakers, Cables and Connectors (1:2 ratio – 1 System between 2 Students),

Cable, Crimping Tool, Digital Multimeter, ESD Gloves, Insulation Tape, Lan Tester, Lead Solder, Motherboard Diagnoser, Network Switch, Screw Driver Set, Soldering Flux, Soldering Iron, job sheets, report formats.

Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher, first aid kit, fire extinguishers and warning signs.

Classroom Aids

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer speakers

8. TEACHER'S/TRAINER'S QUALIFICATION

Qualification and other requirements for appointment of vocational teachers/trainers on contractual basis should be decided by the State/UT. The suggestive qualifications and minimum competencies for the vocational teacher should be as follows:

Qualification	Minimum Competencies	Age Limit
Bachelor's degree in appropriate branch of Engineering/ Technology **OR** Graduate in Science with Diploma in appropriate branch of Engineering/ Technology ***Desirable:*** Knowledge and skills of Installation, Repair and Maintenance of Computer Hardware and Software.	The candidate should have minimum 1 year of work experience. Good communication skills in English and local language.	18-37 years (as on Jan. 01 (year)) Age relaxation to be provided as per Govt. rules

Note – The qualifications for vocational teachers mentioned above is suggestive and not prescriptive. The States/ UTs can make modifications in the qualifications for appointment of vocational teachers/ trainers as per their requirement through a committee appointed by the competent authority in the State/ UT Directorate/ Department of School Education.

Vocational Teachers/Trainers form the backbone of Vocational Education being imparted as an integral part of Samagra Shiksha. They are directly involved in teaching of vocational subjects and also serve as a link between the industry and the schools for arranging industry visits, On-the-Job Training (OJT) and placement.

These guidelines have been prepared with an aim to help and guide the States in engaging quality Vocational Teachers/Trainers in the schools. Various parameters that need to be looked into while engaging the Vocational Teachers/Trainers are mode and procedure of selection of Vocational Teachers/Trainers, Educational Qualifications, Industry Experience, and Certification/Accreditation.

The State may engage Vocational Teachers/Trainers in schools approved under the component of Vocationalisation of Secondary and Higher Secondary Education under RMSA in following ways:

1. Directly as per the prescribed qualifications and industry experience suggested by the PSS Central Institute of Vocational Education(PSSCIVE), NCERT or the respective Sector Skill Council(SSC). **OR**
2. Through accredited Vocational Training Providers accredited under the National Quality Assurance Framework (NQAF*) approved by the National Skill Qualification Committee on 21.07.2016. If the State is engaging Vocational Teachers/Trainers through the Vocational Training Provider (VTP), it should ensure that VTP should have been accredited at NQAF Level 2 or higher.

* *The National Quality Assurance Framework (NQAF) provides the benchmarks or quality criteria which the different organisations involved in education and training must meet in order to be accredited by competent bodies to provide government-funded education and training/skills activities. This is applicable to all organizations offering NSQF-compliant qualifications.*

The educational qualifications required for being a Vocational Teacher/Trainer for a particular job role are clearly mentioned in the curriculum for the particular NSQF compliant job role. The State should ensure that teachers / trainers deployed in the schools have relevant technical competencies for the NSQF qualification being delivered. The Vocational Teachers/Trainers preferably should be certified by the concerned Sector Skill Council for the particular Qualification

Pack/Job role which he will be teaching. Copies of relevant certificates and/or record of experience of the teacher/trainer in the industry should be kept as record.

To ensure the quality of the Vocational Teachers/Trainers, the State should ensure that a standardized procedure for selection of Vocational Teachers/Trainers is followed. The selection procedure should consist of the following:

1. Written test for the technical/domain specific knowledge related to the sector;
2. Interview for assessing the knowledge, interests and aptitude of trainer through a panel of experts from the field and state representatives; and
3. Practical test/mock test in classroom/workshop/laboratory.

In case of appointment through VTPs, the selection may be done based on the above procedure by a committee having representatives of both the State Government and the VTP.

The State should ensure that the Vocational Teachers/ Trainers who are recruited should undergo induction training of 20 days for understanding the scheme, NSQF framework and Vocational Pedagogy before being deployed in the schools.

The State should ensure that the existing trainers undergo in-service training of 5 days every year to make them aware of the relevant and new techniques/approaches in their sector and understand the latest trends and policy reforms in vocational education.

The Head Master/Principal of the school where the scheme is being implemented should facilitate and ensure that the Vocational Teachers/Trainers:

- Prepare session plans and deliver sessions which have a clear and relevant purpose and which engage the students;
- Deliver education and training activities to students, based on the curriculum to achieve the learning outcomes;
- Make effective use of learning aids and ICT tools during the classroom sessions;
- Engage students in learning activities, which include a mix of different methodologies, such as project based work, team work, practical and simulation based learning experiences;
- Work with the institution's management to organise skill demonstrations, site visits, on-job trainings, and presentations for students in cooperation with industry, enterprises and other workplaces;
- Identify the weaknesses of students and assist them in up-gradation of competency;
- Cater to different learning styles and level of ability of students;
- Assess the learning needs and abilities, when working with students with different abilities
- Identify any additional support the student may need and help to make special arrangements for that support;
- Provide placement assistance

Assessment and evaluation of Vocational Teachers/Trainers is very critical for making them aware of their performance and for suggesting corrective actions. The States/UTs should ensure that the performance of the Vocational Teachers/Trainers is appraised annually. Performance based appraisal in relation to certain pre-established criteria and objectives should be done periodically to ensure the quality of the Vocational Teachers/Trainers. Following parameters may be considered during the appraisal process:

- Participation in guidance and counseling activities conducted at Institutional, District and State level;
- Adoption of innovative teaching and training methods;
- Improvement in result of vocational students of Class X or Class XII;

- Continuous up-gradation of knowledge and skills related to the vocational pedagogy, communication skills and vocational subject;
- Membership of professional society at District, State, Regional, National and International level;
- Development of teaching-learning materials in the subject area;
- Efforts made in developing linkages with the Industry/Establishments;
- Efforts made towards involving the local community in Vocational Education
- Publication of papers in National and International Journals;
- Organisation of activities for promotion of vocational subjects;
- Involvement in placement of students/student support services.

9. LIST OF CONTRIBUTORS

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