

# **Syllabus for the General Foundation Course**

## **Computer Technique- Vocational Stream(CWSN)**

### **Part A Entrepreneurship**

#### **Unit I – Entrepreneurial Development(12 Marks)**

Business Opportunities- meaning- sources of Business Ideas . SWOT Analysis – meaning and components (Strengths , Weakness, Opportunities, Threat)Project Report- meaning and content. Financial needs of and entrepreneur-short term, medium term and long term financial needs with two examples of each sources of finance. Profit Planning and control- meaning . Budget- meaning, Risk and Risk Management-meaning.

#### **Unit II-Marketing Management(4 Marks)**

Determinants of consumer Behaviour- Economic and Sociological

#### **Unit III-Personnel Management(4 Marks)**

Meaning Job Analysis –Job Specification, Job description Recruitment . Internal and External (meaning and types) Selection meaning and steps in selection . Labour Legislations 1. Factories Act. 1948- Safety health and welfare measures . 2. Employees State Insurance Act 1943. (ESI)-Benefits under the Act. 3. Workman’s Compensation Act 1923- meaning 4. Trade Union Act 1926- meaning.

#### **Unit IV Operations Management- meaning(4 Marks)**

Plant layout, Process layout , Combination layout, Inventory control, Quality control- (meaning).

#### **Unit V Book-keeping (15 marks)**

Preparation of a) Trading Account b) Profit and Loss Account c) Balance Sheet.

Adjustments 1) Closing Stock

2) Outstanding Expenses.

3) Prepaid Expenses 4) Depreciation

**Unit VI** Demand Supply and Break Even Analysis – meaning ( 8 marks)

Demand – meaning and factors determining the supply for a commodity.

Seller's Reservation Price - meaning and factors determining the seller's reservation price.

Break even Analysis.

## **Part B Environmental Education (12 marks)**

**Unit I.** Environmental Protection

Properties of Materials – Bio-degradable materials and non-degradable material (meaning) with examples.

**Unit II** Environmental Pollution Control of vehicular pollution

Air pollution due to Industries and measures to control it – **(not for evaluation)**

Control of water pollution due to agriculture .

Land Pollution – meaning and control of land pollution – Dumping and Incineration

Noise pollution- meaning Measures of controlling Industrial Noise. Measures of controlling Community Noise. Measures of controlling other types of noise..

**Unit III** ENVIRONMENTAL ACTION:

Forest Management – social forestry- meaning & benefits.

Social Forestry – Classification - Urban, extension and farm forestry(meaning)

Farm forestry – agroforestry - benefits.

Vanamahotsav- meaning

Compressed Natural Gas-meaning & advantages.

**Unit IV** Occupational Hazards and Safety (4 Marks)

Occupational hazards meaning , types chemical, biological, environmental & psychological, Occupational safety- fire safety- methods of fire safety, First Aid- meaning and stages of the first aid.

## **Part C Rural Development (8 Marks)**

### **Unit I** Rural Community

National Population Policy –Objectives, Family planning – meaning , approaches adopted to make the family planning programme a peoples programme.

Welfare Programme for women and children . Integrated Child Development- supplementary nutrition, Immunisation, health and family welfare facilities – services provided by Primary Health Centres.

Environmental Sanitation- meaning

### **Unit II.** Rural Welfare Schemes

Non- formal education (Aanganwadis)- meaning and responsibilities of Anganwadis workers.

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# **SYLLABUS FOR THE GENERAL FOUNDATION COURSE**

## **STD XII**

## **PRACTICALS FOR CWSN**

Max . Marks: 30 (FIRST TERM –15 Marks, SECOND TERM - 15 Marks)

### **I TERM (15 Marks)**

(7 Marks for the first Assignment and 8 Marks for the second assignment)

Consider any two assignments from the list given below.

#### **1) Personnel Management/Marketing Management.**

Prepare a specimen of an advertisement for the recruitment of a staff.

OR

Prepare a dummy advertisement for promoting a new product.

#### **2..Environmental Pollution Control**

a.Consider any three common communicable diseases

OR

b. Air Pollution

#### **3. Procedure for obtaining a loan from a financial Institution.**

i. EDC

ii. Nationalised Bank(any one)

iii. KVIB

IV. GHRSSIDC

#### **4. Environmental Sanitation**

### **II Term (15 Marks)**

Prepare a case study of an Enterprise.