

# Vocational Curriculum – 2012

(With effect from the academic year 2012-2013)

## Curriculum of Intermediate Vocational Course In GENERAL FOUNDATION COURSE



**State Institute of Vocational Education**

**O/o the Commissioner of Intermediate Education,  
Andhra Pradesh, Hyderabad**

**&**

**Board of Intermediate Education,  
Andhra Pradesh, Hyderabad**

**SYLLABUS****I YEAR****GENERAL FOUNDATION COURSE**

PERIODS/WEEK

PERIODS/YEAR : 150

**TIME SCHEDULE, WEIGHTAGE & BLUE PRINT**

S.No	NAME OF THE UNIT	No. Of Periods	Weightage in marks	Short answer questions	Essay/ Problem questions
01	GENERAL EDUCATION	40	24	3	3
02	RURAL EDUCATION	40	18	3	2
03	ENTREPRENEUR DEVELOPMENT	40	16	2	2
04	COMPUTER EDUCATION	30	10	2	1
	Total	150	68	10	08

**Note:** The question paper contains two sections.

**Section – A** of question paper contains 10 questions carries 2 marks each. The student has to answer all questions. **Section – B** of question paper contains 8 questions carries 6 marks each. The student has to answer five questions.

**COURSE CONTENTS:****1. GENERAL EDUCATION: BEHAVIOURAL AND SOCIAL ISSUES**

CHILD LABOUR – DRUG ABUSE – PUBLIC HEALTH – EARLY MARRIAGES – GENDER EQUALITY – TIME MANAGEMENT – TRAFFIC SENSE – HUMAN RIGHTS – CORRUPTION IN PUBLIC LIFE – COMMUNAL HARMONY

**2. RURAL EDUCATION :**

RURAL POVERTY AND UNEMPLOYMENT – PANCHYAT RAJ SYSTEM – AFFORESTATION – RURAL WASTE AND RECYCLING – ROLE OF AGENCIES IN RURAL DEVELOPMENT – DEVELOPMENT OF RURAL INDUSTRIES – BANKS AND NGO'S IN RURAL DEVELOPMENT

**3. ENTREPRENEUR DEVELOPMENT :**

ENTREPRENEURSHIP – ENTREPRENEURIAL BEHAVIOUR – ENTREPRENEUR COMPETENCIES

**4. COMPUTER EDUCATION:**

EVOLUTION OF COMPUTER – CHARACTERISTICS OF COMPUTER – CLASSIFICATION OF COMPUTERS – ADVANTAGES OF COMPUTERS – BLOCK DIAGRAM OF COMPUTER – INPUT AND OUTPUT DEVICES – HARDWARE AND SOFTWARE – OPERATING SYSTEM – Ms WINDOWS – Ms WORD – Ms EXCEL

**SYLLABUS**

II YEAR

GENERAL FOUNDATION COURSE

PERIODS/WEEK

PERIODS/YEAR : 150

**TIME SCHEDULE, WEIGHTAGE & BLUE PRINT**

S.No	NAME OF THE UNIT	No. Of Periods	Weightage in marks	Short answer questions	Essay/ Problem questions
01	ENVIRONMENT EDUCATION	40	18	3	2
02	PERSONALITY DEVELOPMENT	30	10	2	1
03	SELF EMPLOYMENT	40	18	3	2
04	EMPLOYABILITY SKILLS	40	22	2	3
	Total	150	68	10	08

**Note:** The question paper contains two sections.

**Section – A** of question paper contains 10 questions carries 2 marks each. The student has to answer all questions. **Section – B** of question paper contains 8 questions carries 6 marks each. The student has to answer five questions.

**COURSE CONTENTS:****1. ENVIRONMENT EDUCATION:**

INTRODUCTION – IMPACT OF INDUSTRIALISATION ON ENVIRONMENT – ENVIRONMENT POLLUTION – MEASURES TO CONTROL POLLUTION – TYPICAL ENVIRONMENT PROBLEMS – OCCUPATIONAL HAZARDS – SAFETY MEASURES

**2. PERSONALITY DEVELOPMENT:**

LEADERSHIP QUALITIES – STRESS MANAGEMENT – DECISION MAKING

**3. SELF EMPLOYMENT :**

PLANNING FOR SMALL ENTERPRISE – ESTABLISHING SMALL ENTERPRISE – MANAGING SMALL ENTERPRISE – SOCIAL RESPONSIBILITY OF BUSINESS – EVALUATING A SMALL ENTERPRISE – MANAGERIAL SKILLS

**4. EMPLOYABILITY SKILLS:**

CAREER DEVELOPMENT – GOAL SETTING – SELF CONFIDENCE – PERSONAL EFFECTIVENESS – WORK ETHICS – PRESENTATION SKILLS – GROUP DISCUSSION – RESUME – INTERVIEWS – JOB OPPORTUNITIES

**GENERAL FOUNDATION COURSE  
PAPER – I (1 YEAR)  
SECTION – A**

10 x 2 = 20 marks

Note: 1. Answer all questions  
2. Each question carries two marks

1. What is Child labour?
2. What is time management?
3. Define sanitation.
4. What is rural poverty?
5. What is recycling?
6. What is meant by Entrepreneurship
7. What is entrepreneurial behavior?
8. What is a Computer?
9. Write any two input and output devices.
10. What is operating system?

**SECTION – B**

5 x 6 = 30 marks

Note : 1. Answer any five questions  
2. Each question carries six marks

11. Explain about the impact of early marriages in the society.
12. Explain about the impact of corruption in the society.
13. Explain about the Panchayat raj system.
14. Explain the role of agencies in rural development.
15. Explain the entrepreneurial competencies.
16. Explain about entrepreneurial behavior.
17. Explain about the classification of computers.
18. Explain about creating, saving , editing a file in Ms Word.

**GENERAL FOUNDATION COURSE  
PAPER – I I (I YEAR)  
SECTION – A**

10 x 2 = 20 marks

Note: 1. Answer all questions  
2. Each question carries two marks

1. What is Environment pollution?
2. What is occupational hazard?
3. What is deforestation?
4. Define Personality.
5. What is leadership?
6. What is Sole proprietorship?
7. What is Partnership deed?
8. What is ABC analysis?
9. What is goal setting?
10. What is meant by work ethics?

**SECTION – B**

5 x 6 = 30 marks

Note : 1. Answer any five questions  
2. Each question carries six marks

11. Explain the measures to control pollution.
12. Explain typical environmental problems.
13. Explain the process of decision making.
14. Explain the characteristics of partnership.
15. Explain the objectives of inventory control.
16. Explain the importance of career development.
17. Explain about presentation skills.
18. Explain about importance of training in employment.

**LIST OF PARTICIPANTS**

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5.   **B.Gnana Sagar,**  
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**O/o the C.I.E., A.P., Hyderabad.**