

**SUBJECT: Entrepreneurship Development & COMPUTER APPLICATION (EDCA)**

**CLASS XI**

**SEMESTER I**

**Group A: (Entrepreneurship Development)**

**THEORY**

**FULL MARKS – 25**

**(MCQ Type Question)**

<b>UNIT</b>	<b>Topic</b>	<b>No of periods assigned</b>	<b>Marks</b>
1.	Basics of Entrepreneurship	6	7
2.	Forms of Enterprises	12	10
3.	Legal Compliances and Entrepreneurial Support	12	8

**DETAIL SYLLABUS**

<b>UNIT</b>	<b>Topic / Sub-Topic</b>	<b>No of periods assigned</b>
1.	<b>Basics of Entrepreneurship:</b> <ul style="list-style-type: none"><li>▪ Entrepreneurship – Concept</li><li>▪ Entrepreneur – Meaning and Types</li><li>▪ Role and functions of entrepreneurs</li><li>▪ Entrepreneurial traits</li><li>▪ Entrepreneurial Skills and Abilities</li><li>▪ Innovation – Meaning, Continuous and Disruptive</li><li>▪ Creativity – Overview</li></ul>	6
2.	<b>Forms of Organizations:</b> <ul style="list-style-type: none"><li>▪ <b>Sole Proprietorship</b> – Characteristics, Advantages, Limitations and Suitability, Steps for setting up a sole-proprietary business.</li><li>▪ <b>Partnership firm</b> – Characteristics, Advantages, Limitations and Suitability, Steps in setting up a partnership firm.</li><li>▪ <b>Limited Liability Partnership</b> – Overview</li><li>▪ <b>Company</b> – Definition, Types, Public and Private Limited Companies, Characteristics, Advantages and Limitations and suitability of private limited companies, Steps in the incorporation of a private limited company.</li><li>▪ <b>Franchising</b> – Concept, types, advantages and limitations, success factors.</li><li>▪ <b>Self-Help Groups</b> – Overview</li></ul>	12
3.	<b>Entrepreneurial Support and Legal Compliances:</b> <ul style="list-style-type: none"><li>▪ Start-ups – Meaning, challenges and reasons for failure.</li><li>▪ Government Policies, Incentives and Schemes for startups.</li><li>▪ Business Incubators – Concept and Nature of Support provided</li><li>▪ Business Clusters – Overview</li><li>▪ Legal Compliances for Businesses – Income Tax, GST (Overview and documents required for GST registration), Profession Tax, Company Law (Overview – with reference to private limited companies), Import-Export (FEMA), Labour Laws, Pollution Control.</li></ul>	12

**SEMESTER II**

**THEORY**

**FULL MARKS – 25**

**(SAQ AND LAQ Type Question)**

UNIT	Topic	No of periods assigned	SAQ Marks (2marks per Q)	LAQ Marks (5 marks per Q)
4.	Entrepreneurial Finance	10	1 SAQ × 2 marks = 2 marks	1 LAQ × 5 marks = 5 marks
5.	Managerial Aspects of Entrepreneurship	20	3 SAQs × 2 marks = 6 marks	1 LAQs × 5 marks = 5 marks
6.	Business Plans, Project Reports and Feasibility Studies	12	1 SAQ × 2 marks = 2 marks	1 LAQ × 5 marks = 5 marks

Note: SAQ (2 marks), LAQ (5 marks)

**DETAIL SYLLABUS**

UNIT	Topic /Sub Topic	No of periods assigned
4.	<p><b>Entrepreneurial Finance:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Requirement of finances for enterprises</b> - Concepts and Components of Fixed Capital and Working Capital, Working Capital Cycle</li> <li>▪ <b>Sources of finance</b> - Concepts of Equity and Debt, Advantages and disadvantages of equity financing vs. debt financing.</li> <li>▪ <b>Financing New Ventures</b> - Seed financing - Bootstrapping, Angel Investors, Financing Business Growth - Venture Capital and Private equities</li> <li>▪ <b>Government Schemes and Support for Start-ups</b></li> </ul>	10
5.	<p><b>Managerial Aspects of Entrepreneurship:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Planning &amp; Strategy</b> - Meaning of plan and planning as a management function, Vision, Mission, Goals and Objectives, Strategic, tactical and operation plans, decision making (steps)</li> <li>▪ <b>Marketing</b> - Meaning, role and significance of the marketing function in organizations, Marketing vs. Selling, Marketing Strategy - Market Segmentation and Targeting, Key Marketing Decisions - (i) Product -Goods vs. services, Types of Goods - consumer goods (sub-types) and business goods, Product Development and Testing, Test Marketing, (ii) Pricing - Consideration of Cost, Demand and Competition in pricing decisions, Distribution (Overview only), Promotion (Advertising, Sales promotion, Personal selling - basic concept only), 4Ps framework</li> <li>▪ <b>Managing Human Resources</b> - Concept of Human Resources, Human Resource Planning (HRP), Application and role of HRP in new enterprises, Human Resource Functions (Basic Concept only) - Hiring (Recruitment and Selection), Compensation, Employee Welfare and Industrial Relations</li> </ul>	20
6.	<p><b>Business Plans, Feasibility Study and Project Report:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Business Plan</b> - Concept and uses. Components - Executive Summary, Business Description/Business Model, Top Management team, Industry Analysis, Market Analysis,</li> </ul>	12

Production/Operations Plan, Financial Plan, Marketing Plan, HR Plan, Critical Risks and their Mitigation, Harvest Strategy, Appendix

- **Feasibility Studies** – Concept of Feasibility Study and Feasibility Report, Technical Feasibility, Commercial Feasibility, and Financial Feasibility
- **Project Report** – Contents of a Project Report
  - **Applicant related Information:**
    - Name, gender, marital status, any special category status, residential address, date of birth, contact number and email address
    - Educational Qualifications,
    - Membership to professional bodies (if any)
    - Special/vocational training (if any)
    - Prior Career Antecedents: previous businesses, ventures, jobs held, professional/vocational bio-sketch
  - **Enterprise related information:**
    - Name of the proposed enterprise
    - Business address
    - Category of Enterprise (Micro, Medium or Small)
    - Form of ownership (Sole proprietorship, partnership, LLP, private company, Self-help group, etc.)
    - Industry/Sector (Agri-based, Manufacturing, Trading, Services, etc.)
  - **Project related information:**
    - Proposed Product(s) or Services
    - Product/service description with USP (Unique Selling Proposition)
    - Competition and available substitutes
    - Present and forecasted future demand
    - Target market – Geographic and demographic specification of target market and estimated target market size
    - Distribution strategy – Direct selling, agents, resellers, franchisees, etc.
  - **Operational Details relating to the Project:**
  - Machinery, equipment and instruments
  - Other Fixed Assets (Land and Building, Furniture and Fixtures, etc.)
  - Intellectual Property Registered (if any) – Patents, Trademarks, Copyrights
  - Working Capital Requirements – Components (Raw-materials, semi-finished goods, Finished Inventory, Accounts Receivable, Cash reserves, etc.)
  - Utilities (Motive power and electricity, water, telephone, fuel, internal/broadband, transportation, etc.)
  - Worker/Personnel (Factory/Operations – Unskilled, semi-skilled, skilled, Technical/Professional staff, Office staff)
  - Revenue, cost and cash flow projections – Break even analysis
  - Description and location of plant
  - Plant layout

## Entrepreneurship Development Project

**Total Marks – 25; Total number of classes – 36**

1. Every student should exercise the “Entrepreneurship Readiness Questionnaire” to assess the Entrepreneurial Potential in him.

The assessment is to be made by the student himself or herself, and is required to be ratified by the subject teacher.

### Entrepreneurship Readiness Questionnaire

Purpose: This exercise is intended to assess the subtle qualities of a student. Not everyone is cut out to be an entrepreneur. The fact is, there are certain traits, however, that seem to separate those who will be successful as entrepreneurs from those who may not be. This questionnaire will help to determine in which category a student fits better.

Each student is required to put a tick (√) mark for each question which best describes his/her traits.

### Markings:

#### For Question numbers 01,02,06,08,10,11,16,17,21,22,23

One mark for each tick mark is to be awarded to a student if his/her responses to these questions fall under “Agree Completely” and “Mostly Agree”. No marks will be awarded for this group of questions if the responses fall under “Partially Agree”, “Mostly Disagree” or “Disagree Completely”.

#### For Question numbers 03,04,05,07,09,12,13,14,15,18,19,20,24,25

One mark for each tick mark is to be awarded to a student if his/her responses to these questions fall under “Mostly Disagree” and “Disagree Completely”. No marks will be awarded for this group of questions if the responses fall under “Agree Completely”, “Mostly Agree” or “Partially Agree”.

QUES. NO.	THE QUESTION	AGREE COMPLETELY	MOSTLY AGREE	PARTIALLY AGREE	MOSTLY DISAGREE	DISAGREE COMPLETELY
01.	I am generally optimistic					
02.	I enjoy competition and always try to do things better than my competitor					
03.	In solving a problem, I always try to get the best solution first and do not worry about other solutions of the problem					
04.	I enjoy association of my friends after school hours and attending local club every evening					
05.	If I am asked to bet for an event, I try to bet in favour of that outcome which may earn maximum profit for me					
06.	I like setting my own goals and working hard to achieve them					
07.	I am generally casual and do not take anything seriously					
08.	In taking action for any event, I first like to know what is going on in that event; that is I donot take any action without having strong idea on the event					
09.	I work best under the guidance of someone else					
10.	I can convince others, if I am in right position					

QUES. NO.	THE QUESTION	AGREE COMPLETELY	MOSTLY AGREE	PARTIALLY AGREE	MOSTLY DISAGREE	DISAGREE COMPLETELY
11.	I find that other peoples/friends frequently waste my time					
12.	I enjoy watching football, cricket and other sports events					
13.	I tend to communicate about myself openly with other people					
14.	I donot mind following orders from any person, elder or younger, who has authority to order me (e.g. to follow the order of the captain of your school team, to which you are also a member, and the captain may be older than or younger to you)					
15.	I enjoy more in planning things and less in executing plans					
16.	I donot like to bet on any event that has more chance to occur					
17.	If my attempt to any action fails, I quickly shift to something else and do not stick to the failed action					
18.	To become successful in business, I think enough time should be kept reserved for my family members/ friends					
19.	When I earn some money, I donot use it for unnecessary causes, rather I keep it secured for use in future emergencies					
20.	I think that making a lot of money is a turning point in life					
21.	If a problem has a number of alternatives, solving that problem becomes more effective					
22.	I enjoy impressing others with the things that I can do very well					
23.	I enjoy playing carrom, chess, badminton, cards etc. with a person / friend who plays better than me					
24.	In business dealings, I think moral ethics of a person must be bent a little to get things done					
25.	I think that good friends always make another good					

**RESULT:**

**YOUR SCORE YOUR ENTREPRENEURIAL POTENTIAL**

21 – 25 You have great entrepreneurial potential

16 – 20 You could be quite successful entrepreneur if your other talents and resources are right

11 – 15 You are in transitional range. With some serious work you can probably develop the outlook you need for running your own business

06 - 10 Your entrepreneurial potential is doubtful. It would take considerable rearrangement of your life philosophy and behavior to make it

00 – 05 Entrepreneurship is not really for you.

2. Visit the owner of a small business in your locality. Collect data/information from the business person with regard to the following points -

1. Type of business

2. Type of customers (e.g. for business dealing with educational stationery, customers are mainly school and college students etc.)

3. Sources of raw materials

4. Monthly / annual sales (approximate figures)

5. Monthly / annual profit (approximate figures)

6. Threats to the business (like funding, nearest competitor, obsolescence of the product etc.)

7. Opportunities to the business

8. Future plans

**OR**

3. Collect the story of a successful entrepreneur from magazines, journals or through Inter-net. Read his/her success stories and write an essay on the fact highlighting following points -

1. What motivated the person to start his/her own business?

2. How the entrepreneur selected the type of business?

3. What were the obstacles the entrepreneur faced at the beginning?

4. How the entrepreneur overcame the obstacles?

5. What you learnt from the story?

You can take the examples of Great Indian Entrepreneurs from inter-net by searching

1. Successful Indian Entrepreneurs

2. Success stories of small entrepreneurs

3. Successful Woman Entrepreneurs and so on

**Group B: (Computer Application)****CLASS XI****SEMESTER I****THEORY****FULL MARKS – 25****(MCQ Type Question)**

UNIT	Topic	No of periods assigned	Marks
1	Fundamentals of Computer	20	16
2	Data Representation	10	09
	<b>Total</b>	<b>30</b>	<b>25</b>

**DETAIL SYLLABUS**

Unit	Topic / Sub Topic	No of periods assigned
1	<p><b>Fundamental of Computer</b></p> <ol style="list-style-type: none"> <li>1. Illustrate development history of Computer and its present-day application areas.</li> <li>2. Identify the different Components of a computer.</li> <li>3. Computer Organization</li> <li>4. Block Diagram of a Computer</li> <li>5. Central Processing Unit: CU, ALU</li> <li>6. The Bus: Data and Address Bus</li> </ol> <p><b>Input Devices</b></p> <ol style="list-style-type: none"> <li>7. Keyboard, Mouse, Scanner, OMR, OCR, Barcode Reader, Joystick, Light Pen</li> </ol> <p><b>Output Devices</b></p> <ol style="list-style-type: none"> <li>8. Monitor, Printer, Plotter</li> <li>9. Computer Memory</li> <li>10. Cache, Primary, Secondary Memory</li> <li>11. Associate different Tools / equipment used for assembling / disassembling a PC.</li> <li>12. Understand the various types of power flows inside a computer.</li> <li>13. Identify and functionalities of SMPS &amp; UPS, Install SMPS.</li> <li>14 Know about the booting process.</li> <li>15 Install OS Windows/ Linux.</li> <li>16 MS DOS: Popular Internal and External Commands only</li> </ol>	20
2	<p><b>Data Representation</b></p> <ol style="list-style-type: none"> <li>1. <b>Number Systems</b> <ul style="list-style-type: none"> <li>• <b>Concept of positional Number System:</b> Decimal, Binary, Octal and Hexadecimal Number Systems</li> <li>• <b>Conversion:</b> Inter-conversion between Decimal, Binary, Octal and Hexadecimal numbers</li> </ul> </li> <li>2. <b>Signed/Unsigned Numbers</b></li> <li>3. <b>Complements of binary Numbers</b> <ul style="list-style-type: none"> <li>• 1's Complement</li> <li>• 2's Complement</li> </ul> </li> <li>4. <b>Binary subtraction using Complements</b></li> </ol>	10
	<b>Total</b>	<b>30</b>

**SEMESTER II****THEORY****FULL MARKS - 25****(SAQ AND LAQ Type Question)**

<b>UNIT</b>	<b>Topic</b>	<b>No of periods assigned</b>	<b>Marks</b>
<b>3</b>	Overview of Operating Systems	10	06
<b>4</b>	Algorithm and Flowchart	12	07
<b>5</b>	Internet and Cybersecurity Basics	20	12
	<b>Total</b>	<b>42</b>	<b>25</b>

**DETAIL SYLLABUS**

<b>Unit</b>	<b>Topic / Sub Topic</b>	<b>No of periods assigned</b>
<b>3</b>	<p><b>Overview of Operating Systems</b></p> <ul style="list-style-type: none"> <li>• What is an OS</li> <li>• Advantages</li> <li>• Brief history</li> <li>• Types of OS               <ul style="list-style-type: none"> <li>➤ Batch</li> <li>➤ Multi-programmed batch</li> <li>➤ Multi-User</li> <li>➤ Timesharing</li> </ul> </li> </ul>	10
<b>4</b>	<p><b>Algorithm and Flowchart</b></p> <p>Algorithm:</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Characteristics</li> <li>• Advantages and disadvantages</li> <li>• Examples</li> </ul> <p>Flowchart:</p> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Define symbols of flowchart</li> <li>• Advantages and disadvantages</li> <li>• Examples</li> </ul>	12
<b>5</b>	<p><b>Internet and Cybersecurity Basics</b></p> <p>Introduction to Internet and Cybersecurity:</p> <ul style="list-style-type: none"> <li>• Understanding Internet, Intranet and Extranet, Applications, Email basics, how to send &amp; receive emails, Organization of important emails</li> </ul> <p>Types of Networks:</p> <ul style="list-style-type: none"> <li>• LAN, MAN, WAN, Internet- IP Addresses, DNS, and URL Structure</li> </ul> <p>Understanding the Importance of Cybersecurity:</p> <ul style="list-style-type: none"> <li>• Cybersecurity, Hacking, Malware</li> </ul> <p>Malware and Cyber Threats</p> <ul style="list-style-type: none"> <li>• Introduction to Malware: Virus, Worm, Trojan</li> <li>• Recognizing Phishing and Social Engineering</li> <li>• Best Practices to Avoid Malicious Software</li> </ul>	20

<p>Online Privacy and Social Media Security</p> <ul style="list-style-type: none"> <li>• Protecting Personal Information Online</li> <li>• Privacy Settings on Social Media Platforms</li> <li>• Risks of Oversharing and Geotagging</li> </ul> <p>Mobile Device Security</p> <ul style="list-style-type: none"> <li>• Mobile Threats and Safe App Downloads</li> <li>• Securing Smartphones and Tablets</li> <li>• Using Device Locks and Encryption</li> </ul> <p>Email Security and Safe Online Transactions</p> <ul style="list-style-type: none"> <li>• Recognizing Suspicious Emails and Attachments</li> <li>• Secure Online Payment Methods</li> <li>• Verifying HTTPS and SSL Certificates</li> <li>• Carry out Online financial transactions, safely and securely</li> </ul> <p>Cybersecurity Best Practices</p> <ul style="list-style-type: none"> <li>• Importance of Regular Software Updates</li> <li>• Data Backup and Recovery Basics</li> <li>• Tips for Safer Online Behavior</li> </ul>	
<b>Total</b>	<b>42</b>

### **PROJECT/ PRACTICAL**

**FULL MARKS - 25**

**NO OF PERIODS ASSIGNED - 72**

### **DETAIL SYLLABUS**

#### **Unit 1: Fundamental of Computer (Practical – 15 Classes)**

1. Identify the different Components of a computer.
2. Associate different Tools / equipment used for assembling / disassembling a PC.
3. Understand the various types of power flows inside a computer.
4. Identify and functionalities of SMPS & UPS, Install SMPS.
5. Know about the booting process. Install OS Windows/ Linux.
6. Starting and Shutting down Windows (MS Windows 2007 or higher)
7. Working with Taskbar, Control Panel and Desktop Icons
8. Changing Desktop Background
9. Locking or Unlocking, Hiding or Un hiding Taskbar
10. Working with Windows Search and Help
11. Working with Windows Libraries and Windows Explorer
12. Managing Files and Folders
13. Working with Windows Accessories

#### **Unit 2: Introduction to Microsoft Word (Practical – 15 Classes)**

##### Introduction to Microsoft Word

- Overview of Microsoft Word's Purpose and Features
- Navigating the User Interface: Ribbons, Tabs and Menus
- Creating and Saving a New Document, Printing a document
- Using Keyboard Shortcuts for Efficiency

##### Basic Text Formatting

- Text Selection Techniques: Click, Drag, and Shift



- Font Formatting: Typeface, Size, Bold, Italics, Underline
- Paragraph Formatting: Alignment, Line Spacing, Indentation
- Applying Bullets and Numbering

#### Document Formatting and Styles

- Page Setup: Margins, Page Orientation, Page Size
- Adding Headers and Footers
- Introduction to Styles: Applying and Modifying
- Creating a Table of Contents using Styles

#### Inserting and Formatting Objects

- Inserting Images and Graphics
- Resizing, Moving, and Aligning Objects
- Working with Text Boxes and WordArt
- Applying Borders and Shading to Objects

#### Tables and Columns

- Creating and Formatting Tables
- Adding and Deleting Rows and Columns
- Merging and Splitting Cells
- Creating Multiple Columns in a Document
- Customizing Headers and Footers for Different Sections
- Using Columns for Newsletter-style Layouts
- Page Numbering and Page Number Formats

#### Advanced Formatting Techniques

- Applying Themes and Style Sets
- Inserting and Formatting Smart Art Graphics
- Using Text Effects and WordArt Styles
- Utilizing Text Boxes for Advanced Layouts

#### Mail Merge

- Creating a Mail Merge Document
- Connecting to Data Sources: Excel, Outlook, etc.
- Inserting Merge Fields and Previewing Results
- Completing and Printing the Merged Documents

#### Productivity

- Using AutoCorrect and AutoText for Efficiency

### **Unit 3: Introduction to Microsoft Excel (Practical – 15 Classes)**

#### Introduction to Microsoft Excel- Overview of Excel's Role in Data Management

- Understanding Workbooks, Worksheets, and Cells
- Navigating the Excel Interface: Ribbons, Tabs, and Menus
- Creating and Saving a New Workbook, Printing a worksheet/selection of it.

#### Data Entry and Basic Formatting

- Inputting Data: Text, Numbers, Dates
- Introduction to Basic Formatting: Font, Alignment
- Applying Cell Borders and Background Colors
- Using AutoFill and Flash Fill Techniques

#### Basic Formulas and Functions

- Understanding Formulas and Functions
- Basic Arithmetic Operators (+, -, \*, /)
- Introduction to SUM, AVERAGE, COUNT Functions
- Using AutoSum for Quick Totals

## Cell References and Formulas

- Working with Cell References: Relative and Absolute
- Writing Formulas for Basic Calculations
- Copying Formulas Across Cells
- Error Handling: Dealing with #VALUE!, #DIV/0!, etc.

## Data Formatting and Conditional Formatting

- Formatting Numbers, Dates, and Text
- Applying Conditional Formatting Rules
- Highlighting Cells Based on Conditions
- Creating Data Bars and Color Scales

## Sorting and Filtering Data

- Sorting Data in Ascending and Descending Order
- Applying Custom Sort Orders
- Using AutoFilter for Data Filtering
- Applying Multiple Filters

## Introduction to Charts and Graphs

- Creating Column, Bar, and Line Charts
- Formatting Charts: Titles, Axes, Legends
- Adding Data Labels and Data Tables
- Modifying Chart Styles and Colors

## Introduction to PivotTables

- Understanding PivotTables and Their Advantages
- Creating a Basic PivotTable
- Arranging Fields: Rows, Columns, Values
- Summarizing Data with PivotTables

## **Unit 4: Introduction to Microsoft PowerPoint (Practical – 15 Classes)**

### Introduction to Microsoft PowerPoint

- Overview of Power Point's Role in Presentation Design
- Navigating the Power Point Interface: Ribbons, Tabs, and Menus
- Creating a New Presentation: Blank vs. Templates
- Saving and Naming Presentation Files

### Slide Basics and Text Entry

- Adding and Deleting Slides
- Slide Layouts and Choosing the Right Layout
- Text Box Creation and Text Entry
- Basic Text Formatting: Font, Size, Alignment

### Slide Design and Themes

- Applying Themes for Consistent Design
- Customizing Theme Colors and Fonts
- Background Styles and Slide Master View
- Using Slide Master for Global Changes

### Inserting and Formatting Objects

- Inserting Images, Shapes, and Icons
- Resizing and Aligning Objects
- Formatting Objects: Fill, Outline, Effects
- Arranging and Grouping Objects

### Working with Charts and Graphs

- Creating Bar, Line, and Pie Charts

- Importing Data and Editing Chart Data
- Formatting Charts: Labels, Axes, Legends
- Animating Charts and Data Series

#### Multimedia Integration

- Adding Audio and Video to Slides
- Editing Media Play Back Options
- Setting Slide Transitions and Timings
- Using Animation Effects for Media

#### Slide Transitions and Animation

- Applying Slide Transitions- Customizing Transition Effects and Timings
- Animating Text and Objects on Slides
- Using Animation Pane for Precise Control

#### Tips for Effective Presentation

- Design Principles for Effective Slides
- Font and Color Selection for Readability
- Rehearsing Timings and Delivering Presentations

### **Unit 5: Internet and Cyber security Basics (Practical – 12 Classes)**

#### Basics of Internet:

- Setting up static IPV4 address
- Setting up DHCP IPV4 address

#### Introduction to Emails:

- Open an email account
- Send a mail
- Receive a mail
- Labelling different emails
- Organization of important emails

#### Introduction to Google Drive:

- Open a google drive
- Create folder in the drive
- Backup important files and folders in drive
- Organize files and folders in drive

#### Introduction to Cyber security:

- Protecting personal computer using password
- How to set strong password
- Changing the old password