

Training Schedule

HOUSEKEEPING (356) (Theory -30 hrs, Practical - 90 hrs)

Session / Day	Lesson	Theory (1 ½ hrs)	Practical (3 ½ hrs)	Self study /assignment	Learning Outcomes
DAY 1.	Housekeeping – An Introduction	1.3 Housekeeping 1.4 Need for Housekeeping 1.5 Housekeeping – Apart from my house, where else? 1.6 Who does Housekeeping? • Housekeeping Department - Housekeeper - Assistant Housekeeper - Control Desk Supervisor - Linen Desk Supervisor - Public Area Supervisor - Cloak Room Attendant - Horticulturist - Skilled Workers 1.7 Grooming Standards - For Ladies - For Men	• Practical 1.1 • Practical 1.2 • Undertake group discussion on the following : - Meaning and importance of Housekeeping - Hierarchy in Housekeeping Department - Grooming Standards for ladies and men	• Intext Questions 1.1 • Intext Questions 1.2 • Terminal Exercise 1.9 • Undertake a visit to the neighborhood organization to study the Hierarchy of Housekeeping Department • Write a report of your observations	• Demonstrates knowledge of the need and importance of a Housekeeping Department in an Organization • Appreciates the responsibilities and activities of the personnel in the housekeeping Department. • Observes the grooming standards expected of the Housekeeping Department

DAY 2.	2. Cleaning, Cleaning material and equipment	<p>2.3 Cleaning</p> <p>2.4 Dust and Dirt</p> <p>2.5 Removal of Dust</p> <p>2.6 Removal of Dirt</p> <p>2.7 Methods of Cleaning</p> <ul style="list-style-type: none"> - Sweeping - Shaking and Beating - Dusting - Mopping - Washing - Polishing <p>2.8 Types of Cleaning</p> <ul style="list-style-type: none"> - Daily - Special Cleaning - Spring Cleaning <p>2.9 General order of work for Daily cleaning</p> <p>2.10 General order of work for Special cleaning</p> <p>2.11 General order of work for Spring cleaning</p>	<ul style="list-style-type: none"> • Practical 2.1 • Demonstration and practice of the following methods of cleaning: <ul style="list-style-type: none"> - Sweeping - Shaking and Beating - Dusting - Mopping - Washing - Polishing - Daily - Special Cleaning - Spring Cleaning 	<ul style="list-style-type: none"> • Intext Questions 2.1 • Intext Questions 2.2 • Continue the practice of the following methods of cleaning: <ul style="list-style-type: none"> - Sweeping - Shaking and Beating - Dusting - Mopping - Washing - Polishing - Daily - Special Cleaning - Spring Cleaning 	<ul style="list-style-type: none"> • Differentiates between Dust and Dirt • Undertakes cleaning by using different methods • Differentiates between Daily, Special and spring cleaning. • Observes the general order of work for Daily cleaning, Special cleaning and Spring Cleaning
DAY 3	Cleaning, Cleaning material and equipment	<p>2.12 Cleaning Agents</p> <ul style="list-style-type: none"> - Water - Detergent - Abrasives - Scouring Powders - Scouring Pastes - Toilet Cleaners - Soda and Methylated Spirit, - White Spirit and Carbon Tetrachloride - Bleaches - Polishes <ul style="list-style-type: none"> o Spirit based o Oil based 	<ul style="list-style-type: none"> • Practical 2.2 • Practical 2.3 • Practical 2.4 • Undertake group discussion on the following : <ul style="list-style-type: none"> - Cleaning Agents - Cleaning Equipment - Cleaning procedures • Undertake a market survey to study the different brand and 	<ul style="list-style-type: none"> • Intext Questions 2.3 • Practical 2.5 • Practical 2.6 • Undertake small group discussion with friends and family members on the following: <ul style="list-style-type: none"> - Cleaning Agents - Cleaning Equipment - Cleaning procedures • Assembles a Cleaning Kit for self • Continue Practice of cleaning of the following: 	<ul style="list-style-type: none"> • Differentiates and correctly uses the following: <ul style="list-style-type: none"> - Water - Detergent - Abrasives - Scouring Powders - Scouring Pastes - Toilet Cleaners - Soda and Methylated Spirit, White Spirit and Carbon Tetrachloride - Bleaches - Polishes

		<ul style="list-style-type: none"> ○ Water based - Ammonia - Vinegar and lemon <p>2.13 Equipment</p> <ul style="list-style-type: none"> - Cloth - Brooms and Brushes - Containers - Electrical Mechanical equipments - Miscellaneous <p>2.14 Some important cleaning processes</p>	<p>costs of the Cleaning Agents available in the market</p> <ul style="list-style-type: none"> ● Practice of cleaning of the following: <ul style="list-style-type: none"> - Telephone - Mirrors and Glass Surfaces - Bath Mats – Cork, Rubber - Wash Basins - Water Closets - Making a bed - Cleaning of metals ○ Brass ○ Silver 	<ul style="list-style-type: none"> - Telephone - Mirrors and Glass Surfaces - Bath Mats – Cork, Rubber - Wash Basins - Water Closets - Making a bed - Cleaning of metals ○ Brass ○ Silver 	<ul style="list-style-type: none"> ○ Spirit based ○ Oil based ○ Water based - Ammonia - Vinegar and lemon ● Follows the correct cleaning process for cleaning different surfaces.
DAY 4	3. Linen and Laundry	<p>3.3 Linen and its importance</p> <p>3.4 Linen Room</p> <p>3.4.1 Essential Features of a Linen Room</p> <p>3.5 Equipment used in a linen room</p> <p>3.6 Functioning of a Linen Room</p> <ul style="list-style-type: none"> - Storage of Linen - Distribution of linen - Exchange of Linen - Co-ordination with laundry <p>3.7 Laundry</p> <ul style="list-style-type: none"> - Sorting - Soaking - Washing - Boiling 	<ul style="list-style-type: none"> ● Practical 3.1 ● Practical 3.2 ● Write a report of your observations pertaining to : <ul style="list-style-type: none"> ● Practical 3.1 ● Practical 3.2 ● Demonstration and practice of the following laundry processes: <ul style="list-style-type: none"> - Sorting - Soaking - Washing - Boiling - Rinsing - Bleaching - Blueing and 	<ul style="list-style-type: none"> ● Intext Questions 3.1 ● Intext Questions 3.2 ● Practical 3.3 ● Undertake a market survey to study the brands and cost of the following laundry agents: <ul style="list-style-type: none"> - Soap - Detergents - Blue - Stiffening Agents 	<ul style="list-style-type: none"> ● Aware of the importance and role of the Linen Room in housekeeping ● Identifies the essential features and equipment of the linen room ● Undertakes the following laundry processes: <ul style="list-style-type: none"> - Sorting - Soaking - Washing - Boiling - Rinsing - Bleaching - Blueing and Starching - Drying - Ironing ● Resources good quality

		<ul style="list-style-type: none"> - Rinsing - Bleaching - Blueing and Starching - Drying - Ironing <p>3.8 Laundry Agents</p>	<ul style="list-style-type: none"> - Starching - Drying - Ironing 		<p>laundry agents like:</p> <ul style="list-style-type: none"> - Soap - Detergents - Blue - Stiffening Agents
DAY 5	3.Linen and Laundry	<p>3.9 Laundry Equipment</p> <ul style="list-style-type: none"> - Buckets and Tubs - Bowls and Basins - Washing Boards - Scrubbing Brushes - Boiler - Washing Machine - Drying Line, Racks, Pages - Irons and Ironing Boards <p>3.9 Stain Removal</p> <ul style="list-style-type: none"> - Animal Stains - Vegetable Stains - Grease Stains - Mineral Stains - Dye Stains <p>Procedure for removal of common stains.</p>	<ul style="list-style-type: none"> • Practical 3.4 • Demonstration and practice of identifying and the correct handling of laundry equipment • Practice of identification and removal of the common stains: <ul style="list-style-type: none"> - Grease - Lipstick - Nail Polish - Tea/ Coffee - Curry - Blood - Varnish and Paint - Ink 	<ul style="list-style-type: none"> • Intext Questions 3.3 • 3.13 Terminal Questions • Undertake small group discussion with friends and family members on the Procedure for removal of common stains: <ul style="list-style-type: none"> - Grease - Lipstick - Nail Polish - Tea/ Coffee - Curry - Blood - Varnish and Paint - Ink 	<ul style="list-style-type: none"> • Identifies and assembles the required laundry equipment • Identifies and Classifies stains as : <ul style="list-style-type: none"> - Animal Stains - Vegetable Stains - Grease Stains - Mineral Stains - Dye Stains • Adopts the correct procedure in the removal of common stains.
DAY 6	<p><u>PROJECT: 1</u></p> <ul style="list-style-type: none"> • Demonstrate the method of removing the following Stains when they are - <ul style="list-style-type: none"> - Fresh - Old <ul style="list-style-type: none"> - Oil, Lipstick, Nail Polish, Tea/ Coffee, Curry, Blood, Varnish and Paint, Rust, Fruit Juice, Wine, Blue Ink, Red Ink, Ball pen mark Grass, Milk, Carbon Paper, Dye, Butter, Paint/Varnish, Mildew, Ink - Paste the completed samples of both Fresh and old stains removed in the practical file and also record the procedure adopted for the 				

	removal of stains.				
DAY 7	4. Principles of Art	<p>4.3 Art around us</p> <p>4.4 Elements of Art</p> <ul style="list-style-type: none"> - Line - Form - Texture - Colour - Pattern - Light - Space <p>4.5 Principles of Design</p> <ul style="list-style-type: none"> - Proportion - Balance - Emphasis - Rhythm 	<p>Practical 4.1</p> <p>Demonstration and practice of making and using of the elements of design:</p> <p>Demonstration and practice of making and using of the following Principles of design:</p> <ul style="list-style-type: none"> - Proportion - Balance - Emphasis - Rhythm 	<ul style="list-style-type: none"> • Intext Questions 4.1 • Intext Questions 4.2 • Sketch compositions using the different Elements and Principles of design. • Paste the sketches in the practical file naming the Elements and Principles of design used in each case. 	<ul style="list-style-type: none"> • Appreciates the use of art to create beauty • Demonstrates an awareness of the Elements and Principles of Design • Creatively uses the Elements and Principles of design to create an aesthetically beautiful environment in the Organization/Premises
DAY 8	4. Principles of Art	<p>4.6 Colour</p> <ul style="list-style-type: none"> • The colour Wheel • Colour Schemes <ul style="list-style-type: none"> - Similar or Related ○ Monochromatic ○ Analogous ○ Contrasting ○ Complimentary ○ Split ○ Complimentary ○ Triad ○ Accented Neutral • Factors affecting the use of colour. 	<p>Practical 4.2</p> <p>Practical 4.3</p> <ul style="list-style-type: none"> • Practice making compositions of different colour schemes • Paste the compositions in the practical file with your comments for using the specific colour scheme. 	<ul style="list-style-type: none"> • Intext Questions 4.3 • 4.8 Terminal Questions • Practical 4.4 • Paste pictures of rooms of different colour schemes in the practical file and describe each. 	<ul style="list-style-type: none"> • Sketches the colour wheel • Uses the colour wheel for combining colours to create different colour schemes • Chooses and uses colours in relation to : <ul style="list-style-type: none"> - Activity carried out in the room - Size and shape of the room - Location of the room - Floor and floor coverings - Sex of the Person using the room - The number, size and heights of the curtains and drapes.

DAY 9	<p><u>PROJECT:2</u></p> <ul style="list-style-type: none"> • With help of sketches show how you would decorate the Reception Area of your Guest House. • Write a report describing the colour schemes you will use - giving reasons for your choice. • Paste the illustrations made and the report written in the practical file. 				
DAY 10	5.Furniture and Furnishing	<p>5.3 Space organization</p> <p>5.4 Furniture</p> <p>5.5 Wooden Furniture</p> <ul style="list-style-type: none"> - Wood finishes - Wax Polish - Oil Finish - French Polish - Nitrocellulose - Gold Catalyst - Polyester - Paints ○ Care and cleaning of wooden furniture <p>5.6 Cane Furniture</p> <ul style="list-style-type: none"> ○ Care and cleaning of Cane Furniture <p>5.7 Metal Furniture</p> <ul style="list-style-type: none"> ○ Care and cleaning of Metal Furniture <p>5.8 Plastic Furniture</p> <ul style="list-style-type: none"> ○ Care and cleaning of Plastic Furniture 	<ul style="list-style-type: none"> • Undertake group discussion on the following : <ul style="list-style-type: none"> ○ Space organization ○ Furniture ○ Wooden Furniture - Wood finishes - Wax Polish - Oil Finish - French Polish - Nitrocellulose - Gold Catalyst - Polyester - Paints <p>Demonstration and practice of Care and cleaning of:</p> <ul style="list-style-type: none"> - Wooden Furniture - Cane Furniture - Metal Furniture - Plastic Furniture 	<ul style="list-style-type: none"> • Practical 5.1 • Write a report of your observations in the practical file • Intext Questions 5.1 • Continue practice of Care and cleaning of: <ul style="list-style-type: none"> - Wooden Furniture - Cane Furniture - Metal Furniture - Plastic Furniture 	<ul style="list-style-type: none"> • Appreciates the need to organize space for better utilization and beauty • Identifies and differentiates between the following: <ul style="list-style-type: none"> - Wood finishes - Wax Polish - Oil Finish - French Polish - Nitrocellulose - Gold Catalyst - Polyester - Paints • Observes the correct process of care and cleaning of the following types of furniture: <ul style="list-style-type: none"> - Wooden Furniture - Cane Furniture - Metal Furniture - Plastic Furniture

DAY 11	5. Furniture and Furnishing	<p>5.9. Upholstered Furniture</p> <p>Care and cleaning of Upholstered Furniture</p> <p>5.10 Curtains</p> <p>5.11 Carpets</p> <p>Advantages and Disadvantages of carpets</p> <p>Kinds of carpets</p> <ul style="list-style-type: none"> - Patterned Wilton Carpets - Plain Wilton Carpets - Oriental carpets - Tufted carpets - Adhesively Bonded carpets <p>Care and cleaning of carpets</p>	<p>Undertake group discussion on the types of the following available in the market:</p> <ul style="list-style-type: none"> - Upholstered Furniture - Curtains - Carpets <p>Demonstration and practice of the following:</p> <ul style="list-style-type: none"> - Care and cleaning of upholstered Furniture - Care and cleaning of carpets 	<ul style="list-style-type: none"> • Practical 5.2 • Write a report of your observation made during the visit under Practical 5.2 • Terminal Questions 5.14 	<ul style="list-style-type: none"> • Observes suggested guidelines while purchasing of the following: <ul style="list-style-type: none"> - Upholstered Furniture - Curtains - Carpets • Adopts the correct procedures of care and cleaning of the following: <ul style="list-style-type: none"> - Upholstered Furniture - Curtains - Carpets
DAY 12	6. Flower and other Decorations	<p>5.9 Flower Decoration</p> <ul style="list-style-type: none"> - Proportion - Balance - Central Interest - Rhythm - Repetition - Variety and Contrast <p>5.10 Types of Flower Arrangements</p> <p>5.11 Different Shapes in Flower</p>	<p>Practical 6.1</p> <p>Demonstration and practice of the following:</p> <ul style="list-style-type: none"> - Types of Flower Arrangements - Different Shapes in Flower Arrangements <p>Selection and Care of Flowers</p>	<ul style="list-style-type: none"> • Intext Questions 6.1 • Undertake a market survey to study the brands and costs of different Vases and Stem Holders available in the neighborhood market 	<ul style="list-style-type: none"> • Makes flower arrangements using the following principles of art: <ul style="list-style-type: none"> - Proportion - Balance - Central Interest - Rhythm - Repetition - Variety and Contrast • Differentiates between the different shapes of flower arrangements

		<p>Arrangements</p> <p>5.12 Selection and Care of Flowers</p> <p>5.13 Tools used in Composing Flower Arrangements</p> <ul style="list-style-type: none"> - Vases - Stem Holders 			<ul style="list-style-type: none"> • Uses appropriate vase and stem holders for making flower arrangements • Selects flowers carefully in relation to the shape and type of flower arrangement • Takes appropriate care of the flowers selected for the arrangement.
DAY 13	Flower and other Decorations	<p>6.8 Alpana or rangoli</p> <ul style="list-style-type: none"> • Study of traditional floor decorations of different regions 	<ul style="list-style-type: none"> • Practical 6.1 • Demonstration and practice of the following Floor Decoration Styles: <ul style="list-style-type: none"> • Alpana • Rangoli – coloured powders and saw dust • Rangoli – coloured flowers and leaves • Kolum of Southern States • Practice of creating designs for floor decoration of different areas of the premises • Practice of creating designs for floor decoration of different areas of the premises in relation to the Ethnic demand • Paste the sketches of designs created in the practical file for future use and reference 		<ul style="list-style-type: none"> • Creates designs to be used for floor decoration in relation to area and occasion • Exhibits knowledge of the different materials used for floor decorations • Differentiates between the following forms of floor decoration. • Creates and uses design in relation to regional preference
DAY 14	7.Maintenance of Premises	<p>Floors</p> <ul style="list-style-type: none"> • Hard Finishes - Granolithic 	<ul style="list-style-type: none"> • Practical 7.1 • Demonstration and practice of care and Daily 	<ul style="list-style-type: none"> • Intext Questions 7.1 • Intext Questions 7.2 • Continue the practice 	<ul style="list-style-type: none"> • Identifies and differentiates between the following floors:

		<ul style="list-style-type: none"> - Terrazo - Magnesite - Bitumistic - Ceramic Tiles - Resin Seamless flooring - Wood • Semi- Hard Finishes <ul style="list-style-type: none"> - Thermoplastic - Vinyl - Rubber - Linoleum - Cork <p>Cleaning and maintenance of different types of floors</p> <p style="padding-left: 40px;">a. Walls</p> <ul style="list-style-type: none"> - Care and cleaning of Painted surfaces • Wall Paper - Cleaning of Wall Paper 	<p style="text-align: center;">& Special Cleaning of the following:</p> <ul style="list-style-type: none"> • Hard Finishes <ul style="list-style-type: none"> - Granolithic - Terrazo - Magnesite - Bitumistic - Ceramic Tiles - Resin Seamless flooring - Wood • Semi- Hard Finishes <ul style="list-style-type: none"> - Thermoplastic - Vinyl - Rubber - Linoleum - Cork • Demonstration and practice of the Care and cleaning of following: <ul style="list-style-type: none"> - Painted Surfaces - Wall Paper 	<p style="text-align: center;">of care and Daily & Special Cleaning of the following:</p> <ul style="list-style-type: none"> • Hard Finishes <ul style="list-style-type: none"> - Granolithic - Terrazo - Magnesite - Bitumistic - Ceramic Tiles - Resin Seamless flooring - Wood • Semi- Hard Finishes <ul style="list-style-type: none"> - Thermoplastic - Vinyl - Rubber - Linoleum - Cork • Continue the practice of the Care and cleaning of following: <ul style="list-style-type: none"> - Painted Surfaces - Wall Paper 	<ul style="list-style-type: none"> • Hard Finishes <ul style="list-style-type: none"> - Granolithic - Terrazo - Magnesite - Bitumistic - Ceramic Tiles - Resin Seamless flooring - Wood • Semi- Hard Finishes <ul style="list-style-type: none"> - Thermoplastic - Vinyl - Rubber - Linoleum - Cork - Painted Surfaces - Wall Paper • Observes the prescribed procedures of care and cleaning for the following: <ul style="list-style-type: none"> • Hard Finishes <ul style="list-style-type: none"> - Granolithic - Terrazo - Magnesite - Bitumistic - Ceramic Tiles - Resin Seamless flooring - Wood • Semi- Hard Finishes <ul style="list-style-type: none"> - Thermoplastic - Vinyl - Rubber - Linoleum - Cork - Painted Surfaces - Wall Paper • Undertakes both daily and
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					Special care and cleaning of all types of floors and walls.
DAY 15	Maintenance of Premises -	7.5 Electrical Repairs - Electric Fuse - Fans - Room Coolers - Room Heaters 7.6 Plumbing Faults - Taps - Flushing Cisterns	<ul style="list-style-type: none"> • Practical 7.2 • Demonstration and practice of repairing the following: <ul style="list-style-type: none"> - Electric Fuse - Fans - Room Coolers - Room Heaters • Record the procedure observed with corresponding sketches for repairing of each of the following: <ul style="list-style-type: none"> - Electric Fuse - Fans - Room Coolers - Room Heaters • Demonstration and practice of undertaking the repairs of the following: <ul style="list-style-type: none"> - Taps - Flushing Cisterns • With corresponding illustrations record the procedure adopted in the practical file 	<ul style="list-style-type: none"> • Intext Questions 7.3 • Continue the practice of the repair of the following electrical equipment: <ul style="list-style-type: none"> - Electric Fuse - Fans - Room Coolers - Room Heaters • Terminal Questions 7.8 • Continue the practice of the repair of the following: <ul style="list-style-type: none"> - Taps - Flushing Cisterns - 	<ul style="list-style-type: none"> • Undertakes the following repairs observing the right procedure and precautions: <ul style="list-style-type: none"> - Electric Fuse - Fans - Room Coolers - Room Heaters • Undertakes the following repairs observing the right procedure and precautions: <ul style="list-style-type: none"> - Taps - Flushing Cisterns
DAY 16	8. Pest Control and Eradication	Preventive Measures a. Flies b. Cockroaches c. Mosquitoes d. Ants e. Bed Bugs	<ul style="list-style-type: none"> • Demonstration and practice of using the following to prevent breeding of cockroaches: <ul style="list-style-type: none"> - Insecticides - Water Dispersal 	<ul style="list-style-type: none"> • Intext Questions 8.1 • Intext Questions 8.2 • Undertake small Group discussion with family and friends of the preventive 	<ul style="list-style-type: none"> • Demonstrates the correct use of the following materials as preventive measure against cockroaches: <ul style="list-style-type: none"> - Insecticides - Water Dispersal Powder

		-	<ul style="list-style-type: none"> - Powder - Emulsion Concentrate - Oil Based spray - Lacquer - Dusting Powder • Undertake Group discussion of the preventive measures to be adopted for pest control. • Write a report of the outcomes of the group discussion and paste in the practical file. 	<p>measures to be adopted for the following:</p> <ul style="list-style-type: none"> - Flies - Mosquitoes - Ants - Bed Bugs - Cockroaches • Visit the local market to study the brands and costs of commercially available chemical to prevent the entry of pests. 	<ul style="list-style-type: none"> - Emulsion Concentrate - Oil Based spray - Lacquer - Dusting Powder • Takes prescribed measures to prevent the entry of the following in the premises: <ul style="list-style-type: none"> - Flies - Mosquitoes - Ants - Bed Bugs
DAY 17	Pest Control and Eradication	<p>8.8 Rats</p> <ul style="list-style-type: none"> - Preventive Measures • Rat Proofing of Building • Destruction of rats <p>8.9 Carpet Beetles and Moths</p> <ul style="list-style-type: none"> - Preventive Measures <p>8.10 Silver Fish</p> <ul style="list-style-type: none"> - Preventive Measures <p>8.11 Rots</p> <ul style="list-style-type: none"> - Preventive and Protective measures - 8.12 Termites - Preventive Measures 	<ul style="list-style-type: none"> • Undertake Group discussion of the advantages and disadvantages of the following: <ul style="list-style-type: none"> • Rat Proofing of Building • Destruction of rats by : <ul style="list-style-type: none"> - Trapping - Gassing - Poisoning • Discuss the Preventive measures to be adopted for the following: <ul style="list-style-type: none"> - Carpet Beetles and Moths - Silver Fish - Rots - Termites • Write a report of the outcomes of the group discussion and paste in the practical file. 	<p>Intext Questions 8.3</p> <p>8.13 Terminal Questions</p> <p>Undertake small Group discussion with family and friends of the preventive measures to be adopted for the pest control.</p>	<ul style="list-style-type: none"> • Demonstrates the correct procedures for rat proofing of premises and the destruction of rats by the following methods: <ul style="list-style-type: none"> - Trapping - Gassing - Poisoning • Adopts effective measures to deal with the following pests: <ul style="list-style-type: none"> - Carpet Beetles and Moths - Silver Fish - Rots - Termites

DAY 18	9. Hygiene and Sanitation	9.3. Personal Hygiene 9.4. Environmental Hygiene 9.5. Neighborhood Hygiene	<ul style="list-style-type: none"> • Demonstration and practice of the different aspects of personal hygiene. • Undertake Group discussion on measures to adopted for ensuring the following: <ul style="list-style-type: none"> - Environmental Hygiene - Neighborhood Hygiene 	<ul style="list-style-type: none"> • Intext Questions 9.1 • Continue practice of ensuring personal hygiene • Undertake small Group discussion with family and friends of the steps to be taken to ensure the following: <ul style="list-style-type: none"> - Environmental Hygiene - Neighborhood Hygiene 	<ul style="list-style-type: none"> • Attends to personal hygiene on a regular basis • Adopts correct procedure to keep the following in a hygienic condition: <ul style="list-style-type: none"> - Hair - Nose - Ear - Mouth - Teeth - Hands - Nail - Feet • Effectively ensures the following: <ul style="list-style-type: none"> - Environmental Hygiene - Neighborhood Hygiene
DAY 19.	Hygiene and Sanitation	9.6. The Building 9.7. Ventilation 9.8. Lighting 9.9. Equipment, Furniture and Fittings 9.10. Water Supply 9.11. Waste Disposal	<ul style="list-style-type: none"> • Undertake Group discussion on the following: <ul style="list-style-type: none"> - Measures to be taken for keeping the building clean - Steps to be taken for proper lighting and ventilation - Procedures to be adopted to keep equipment, furniture and fitting clean - Ensuring water supply free of suspended and dissolved impurities - Correct methods of waste disposal 	<p>Intext Questions 9.2 Terminal Questions 9.13</p> <ul style="list-style-type: none"> • Undertake small Group discussion with family and friends of the steps to be taken to ensure the following: <ul style="list-style-type: none"> - Measures to be taken for keeping the building clean - Steps to be taken for proper lighting and ventilation - Procedures to be adopted to keep equipment, furniture and fitting clean 	<ul style="list-style-type: none"> • Ensures the following: <ul style="list-style-type: none"> - The hygiene of the building - Adequate ventilation - Proper lighting - Hygiene and cleanliness of the Equipment, furniture and fittings • Pays attention to the water being supplied and takes steps to make it safe for use • Differentiates between dissolved impurities and suspended impurities • Aware of the effects of dissolved impurities and suspended impurities on the health of the person • Adopts the prescribed

				<ul style="list-style-type: none"> - Ensuring water supply free of suspended and dissolved impurities - Correct methods of waste disposal 	procedures of waste disposal
DAY 20	10. First Aid	<p>10.3. What is First Aid</p> <p>10.4. What to observe while giving First Aid</p> <p>10.5. First Aid Box</p> <p>10.6 Your Approach to situations demanding First Aid</p> <ul style="list-style-type: none"> - Danger to the patient - Immediate requirement - Diagnosis - Management - Removal of clothing 	<ul style="list-style-type: none"> • Undertake Group discussion on the following: <ul style="list-style-type: none"> - What to observe while giving First Aid - Contents of a First Aid Box - One's Approach to situations demanding First Aid • Write a report of the outcomes of the group discussion and paste in the practical file 	<ul style="list-style-type: none"> • Intext Questions 10.1 • Intext Questions 10.2 • Assemble a First Aid Box for self <ul style="list-style-type: none"> • Undertake a small Group discussion on the following: <ul style="list-style-type: none"> - What to observe while giving First Aid - Contents of a First Aid Box - One's Approach to situations demanding First Aid • Write a report of the outcomes of the discussion 	<ul style="list-style-type: none"> • Demonstrates knowledge about what is First Aid • Observes the prescribed rules of First Aid • Appreciates the need to administer First Aid <ul style="list-style-type: none"> • Assembles a well stocked First Aid Box • Pays attention to the following points while administering First Aid: <ul style="list-style-type: none"> - Danger to the patient - Immediate requirement - Diagnosis - Management - Removal of clothing
DAY 21	First Aid	<p>10.7 Some First aid Treatments</p> <ul style="list-style-type: none"> - Bleeding - Burns and Scalds - Fainting - Shock - Sprain - Fracture - Insect Bite - Object in the 	<ul style="list-style-type: none"> • Demonstration and practice of the following First Aid treatments: <ul style="list-style-type: none"> - Bleeding - Burns and Scalds - Fainting - Shock - Sprain - Fracture - Insect Bite - Object in the Eye 	<ul style="list-style-type: none"> • Intext Questions 10.3 • Terminal Questions 10.9 • Continue practice of the First Aid treatments. 	Can administer First Aid in the following situations: <ul style="list-style-type: none"> - Bleeding - Burns and Scalds - Fainting - Shock - Sprain - Fracture - Insect Bite - Object in the Eye

		Eye - Object in the Ear	- Object in the Ear		- Object in the Ear
DAY 22	11.Budgeting	11.3. What is Budgeting 11.4 Importance of Budgeting 11,5 Kinds of Budgets 11.6 How do we make a budget	<ul style="list-style-type: none"> • Practical 11.1 • Practical 11.2 • Paste the outcomes of the practical 11.1, 11.2 in the practical file 	<ul style="list-style-type: none"> • Intext Questions 11.2 • Terminal Questions 11.8 	<ul style="list-style-type: none"> • Defines the meaning of budget • Appreciates the need and importance of a budget • Lists the different types of budgets • Makes the different types of budgets
DAY 23	<p><u>PROJECT: 3</u></p> <p>Wash and finish 6 bed sheets of a Guest house.</p> <ul style="list-style-type: none"> • Make a budget for this activity • Sequence and explain each step you undertook to complete the washing and finishing process • Write a report describing in detail the sequence and activities you undertook to complete the task • Attach the budget and compare the actual cost to the estimated cost of the budget 				
DAY 24	<p><u>PROJECT: 4</u></p> <p>You are expecting guests from Europe during Diwali festival.</p> <ul style="list-style-type: none"> • Make a budget to estimate the expenses you will arrange for. • What changes and special arrangements you will be required to make with regard to: <ul style="list-style-type: none"> - Decoration - Food - Sanitation - Furniture and Flooring - Water - Furnishing • Write a report giving the preplanning you will do to make their visit memorable 				