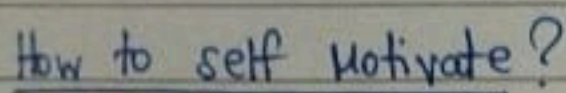


- Awareness - How people view you, how you view yourself



- Set high but realistic goals
- be optimistic
- Meditation, yoga & exercise
- Discipline yourself
- Take opportunities
- Do not fear to take risks
- Be gritty / persistent

Meditation

- Removes stress
- Helps react positively under stressful situations
- Helps in focus

Nature walks

- Calms the mind
- Nature helps your mental-well being

Spend time with family

- Helps reduces stress
- releasing & rejuvenating experience

#2 Independent

Advantages:

- Boost self-confidence / esteem
- Self-reliant
- Emotional control
- Helps decision making
- Person learn things the hard way, produce more output

Skills required to be independent

- Time-management
- Organizing
- Self motivation
- Decision making

Ability to read & take decisions in response to changes in environment

Importance of Self regulation

- Helps you achieve your goals
- Helps in oneself becoming self-independent
- Helps managing stress
- Helps regulating emotional control
- Helps you to react better in dangerous / stressful situations

Information & Communication Technology Skills

^{that} Acts as interface between user & hardware

Operating System (Key word)

Functions (Key words - Management, security, Memory, Processor)

- Processor management: ensure processes are done smoothly
- File management: stores files in organised manner
- Memory management: manages storing of internal memory (RAM)
- provide security: Antivirus/software
- Device management:

Types of operating Systems

- Single: 1 user only, ex: windows [3.1, 95, DOS]
- Multi user: 2 or more users, ex: Linux, Unix, Windows
- # First developed ^{multi-} operating system - Windows 2000
- Multi-tasking: ^{can do} Multiple tasks simultaneously, can do more than one task at the same time, while using resources from CPU.

Multi-threading: Can execute / do multiple parts of programme simultaneously.

Systems that

Real time: Prioritises processes, reduces execution time & can work independently i.e. gives immediate response.

• Used in airlines ticket booking systems.

Distributed: Runs on multiple interconnected computers, appears as single computer.

• linked machines/computers can share data, software, processes / tasks among themselves through a network.

Graphical interface (GUI): • As the name suggests contains graphics (icons & symbols).

• Shortcut for performing operation

• Or else people had to write and execute lengthy codes for execution of programmes.

Ex: Windows, MacOS, Linux

Maintenance & Care of Computer

• All components (External) maintenance

• Clean them on monthly basis

• Keep them in a cool room

Internal maintenance (Software)

Virus - set of programmes that disrupt normal functioning of computers.

✓ The one who starts the business

Entrepreneur & Entrepreneurship

✓ helps entrepreneurs as well as society

Entrepreneurship - Starting of business by a person using available resources

✓ Try to remember importance of

Role & importance of Entrepreneurs HNC's

For is

• Direct relationship between society & entrepreneurship

• important role in local community, region & state

• Helps in wealth Generation

• Adds value to national income

• More employment opportunities

• Regional development

• Improves standard of living

• Changes view of society / community development

Role of Government

o Government regulated entrepreneurship: Positive impact on ^{economy}

o Not Not regulated by government entrepreneurship:

• unfair market practices

• Corruption

• Criminal activities

(ie. May or May not lead to negative impact on economy)

VIRUS - viral information resource under seize

Signs of virus

- explanation
- Slow computer speed
 - Random status opening for no reason
 - Glitches/strange pattern in screen
 - Increased memory usage (RAM & ROM)
 - Deleting of files randomly

Protection against virus

- McAfee, Kaspersky — Antivirus programmer
- Install firewall
- Use secure wifi/internet, do not use public wifi
- Virus scan
- Backup of imp files
- Do not accept cookies

How to make computer faster?

- Disk fragmentation optimisation
- Removal of temporary files
- Reduce RAM usage or increase RAM memory

Entrepreneurs are made not born
They are visionaries, creative

paper

Date: / /

Qualities of Entrepreneurs

- Passion
- Motivation (Self)
- Independent
- Decision Making
- Optimism
- Leader not follower
- Open minded
- Risk taker
- Confidence
- Determination
- Big Discipline
- Working on principles

Any positive quality you can think of an independent person

Function of Entrepreneurs

- Innovation (new can come)
- Risk taking (measurable/insurable: ex: theft + storm; uncertainty: ex: change in economic policies)
- Division of income
- Management control
- Decision making

Encouraging entrepreneurship

- Ministry of Skills & development & Entrepreneurship set up by Government in 2014
- Courses on entrepreneurship
- Shark tank, Youtube (more people knowing about it)

26/11/22

#1 Stress ManagementFactors

- Threat
- discrimination
- Bad experience
- Financial loss
- low self esteem
- Dangerous situations
- Peer pressure

Stress management

• Varying techniques to cope up with psychological stress

- Positive stressor
- Dangerous stressor
- Irrelevant stressor

Techniques1. Physical exercise

- endorphins (happy hormone)
- keeps body healthy
- fit body = fit mind
- builds confidence & self-esteem

2. Yoga

- Reduction in 'cortisol'
- Emotional control
- Helps focus