

Grade XII

Home Management (Theory)

Total Periods = 32

1 Period= 45min

Sr.no	Topic	Main Points	References	Periods
1.	Management & its relationship to family goals, values and resources for home management.	<ul style="list-style-type: none"> • Management: Definition, Importance, Process(Planning, Controlling & Evaluating), Who manages: Home makers & Managers, When and why do people manage, Good and Poor management: Factors depending on good or poor management (Realization of values, Achievement of goals through Fair or Unfair means, Proper use of Resources, Successful planning controlling of Plans, Constructive evaluation, Reasonable & Flexible standards), How to judge effectiveness of management: Satisfaction of one's self, family, society & community, Proper use of resources according to standards, Meeting goals on time. • Values: Definition & Importance. • Individual & Family Goals: Definition, Importance , Classification of Goals(Short, Intermediate & Long term goals), Types(individual & family goals) Kinds of goals families set for themselves (Financial, Career, Educational, Spiritual/Religious, Health, Recreational Goals) • Management in the use of Resources: Definitions & Importance of resources in home management, Types: Human & Material Resources, Recognition and identification of resources used in specific situations, Characteristics of Resources (Utility, Scarcity, Accessibility, Manageability & Inter-relatedness), Factors affecting the use of resources: Stages of family life cycle, Socio economic status, Family income & Employment of homemakers, Size & composition of family & Place of residence, How human resources (like attitudes & abilities) are developed?(Development of resources through: Education, Skill development, Practice & Training, Mentoring & motivation through incentives), Type of information regarding material resources: Material Characteristics, Cost, Durability, Required Quantity & Quality, Where and how can home makers obtain this information (Through Market Survey & Effective Budgeting). • Decision making as the crux of management: 	<p>1,2,3,5,7,8,9</p> <p>1,5,9</p> <p>2,5,8</p> <p>5</p>	8

		Definitions, Importance of decision in daily life, Steps of Decision Making Process (defining Problem, seeking alternatives, thinking through alternatives, choosing one alternative), Decisions in relation to home management, Kinds of decisions college girls make: Genuine & Habitual Decisions.		
2.	Management in relation to two specific resources: time and energy	<ul style="list-style-type: none"> • Energy: Definition, Unit, Types: (Physical & Mental), Ways of measuring energy: (Oxygen consumption, fatigue, feeling of tiredness), Energy requirements for various household activities (Bed Making, Washing, Ironing, Cleaning, Dusting, Sitting, Standing, Walking, Kitchen work). • Body Mechanics: Relationship of structures of body to method of work and to design of equipment: Appropriate working Heights & working reach. Basic physical laws (gravity, levers, momentum) related to method of work and design of equipment: Principles of Body Mechanics (Principle of least effort, balanced alignment, related to weight, repetition). • Work Simplification: Who needs to simplify work? (Mangers), Ways to simplify work: Mundell's Classes of change, Acceptance & Rejection of change: Considering advantages of work simplification. • Time: Factors affecting homemakers' use of time: Size and composition of the family, Size of income, Level of household standard, Location of the house, Condition of the house, equipment, and furnishings, Nature of occupation and activities of family members, The change in seasons, Use of Commercial services; Different ways of planning the use of time for individuals and families: Time Plans, Qualities of good time plan. 	1,8,9 1,2,6,8,9 1,8,9 1,2,8,9	4
3.	Management in relation to household equipment	<ul style="list-style-type: none"> • Application of principles of physics to work of the home: Characteristics and properties of materials used in construction of household equipment: Thermal Properties of Various Materials used in household equipment (Base & Finishing Materials), Laws of Thermodynamics, Effects of Heat, Conductors & Insulators; Study principles of heat transfer (Convection, Conduction & Radiation); Refrigeration: Definition, Types of Refrigerators, Construction, Operation/ mechanism, Defrosting, Cleaning and Care; Importance of these principles in design and function of household equipment: Various Functions of Household equipment according to 	3,4,5,6,7,8	6

		<p>their utility; Application of laws of physics (gravity, levers, momentum) to design and construction of household equipment (simple and complex equipment used in Pakistani homes): Kitchen Equipment (Cookware & Bakeware), Kitchen Utensils & Appliances.</p> <ul style="list-style-type: none"> • Selection, Care, Use & Storage of household equipment: Comparison of cost & effectiveness between varieties of household equipment (Knives, Beaters, Graters, Cake Pans, Pans & Pots) used for performing a same job; Minimum (kitchen) equipment needed to maintain a home & its relationship to its function: (Top range Cooking Equipment, Kitchen tools/ Utensils, Oven Cookery/Bake ware); Daily and special care required for household equipment for cooking, cleaning and for cooling or refrigerating; Placement of equipment to insure most effective and efficient use of working heights: Appropriate Storage Heights, Rules for effective storage, Dry Storage & Wet/ Moist Storage; Storage devices for household equipment: Kinds of Drawers, Shelves, Cupboards, Closets, Wardrobes, Files boxes, Masonry Jars; Principles of functional storage: ways to provide functional storage & devices that can be added to existing storage to make it more functional; Storage & Space Utilization through effective Storage devices (Storage beds, Murphy Beds, Sofa cum Beds, Pull out Pantries, Hidden Compartments in Furniture Design & Wall Storage Units); Problems to consider when planning for storage of equipment: ways to provide flexible storage: Space/Area Consideration, Storage with Sliding Doors & Foldable Furniture. 	<p>4,5,7,8</p> <p>5,7,8</p> <p>6,7,8</p> <p>3,4,5,6,7,8</p> <p>8</p>	
4.	Comfort and beauty in the home	<ul style="list-style-type: none"> • Areas in a home: Philosophies and/or beliefs underlying the division and function of various areas of the home: recreational area, sleeping area, working area etc. (for e.g. home as a place of security, comfort, hospitality, beauty and as a place to develop individual personalities); Criteria by which one can judge attractiveness in a home (3 Aspects of an Interior; Floors, Walls & Roofs); How to achieve attractiveness in a home with available resources. Application of Principles and Elements of Arts in Home Furnishings (Floors & Floor Coverings, Window Treatments, Accessories). • Functional housing: How to achieve comfort and beauty in a home with resources available at 	<p>2,3,5</p> <p>2,3</p> <p>2,3,4,5,6,7,8,9</p> <p>3</p> <p>3,5,10</p>	6

		<p>various income levels (Low, Middle & High Income).</p> <ul style="list-style-type: none"> • Application of Principles and Elements of Arts in furniture & its arrangement: Application of harmony, balance, proportion, rhythm, emphasis, tone, color, form, texture etc. in home; Construction techniques in making furniture joints: direction of grain finishes etc.; direction of grain finishes etc., Furniture Joints (Mortise & Tenon Joints, Dovetail Joints, Dowel Joints, Glue Joints), Furniture finishes; Factors in wise selection of Furniture and Furnishing: Socio economic status, Aesthetic values & Functional utility, Principles of Furniture Arrangement, Floor Plan & Flooring Symbols, Major Furniture Pieces in Bedroom & T.V/ Living Room; Materials used to make Furniture and Furnishings with emphasis on indigenous (native/local) materials: Furniture Materials (Wood, Wrought Iron, Steel, Plastics, Fiber glass), Upholstered Furniture. 	<p>7</p> <p>2,5,9</p> <p>2,3,4,5,6,7,8,9</p>	
5.	Protection of health in the home	<ul style="list-style-type: none"> • Sanitation in the home: Study current sanitation practices and ways to improve home sanitation, Cleaning Equipment: Manual (Brooms, Mops, Dusters etc.) & Automatic (Vacuum Cleaner, Washing Machine & Dishwasher), Laundry Equipment, Cleaning Schedules (Daily, Weekly & Monthly) • Constructional features of the house in relation to the family health: Ventilation: Definition, Types (Mechanical/forced, Natural & Hybrid ventilation), Proper Ventilation Equipment for Your Home, Maintaining thermal comfort; Lighting: Definition, Sources of Light (Natural & Artificial), Properties of Light, Propagation of Light, Lighting Fixtures, Lighting by Room Activity • Drainage & Disposal of refuse: Definition, Household Waste, Disposal of Water Waste, Home Plumbing (Guttering); Disposal of Body Waste (The Water Carriage System & the Dry Conservancy Systems); Insulation: Definition & Importance, Thermal Insulation, Types of Home Insulation for Summer & Winter. 	<p>3,4,6,7,8</p> <p>4,5,6</p> <p>2,4,5,6,9</p> <p>3</p> <p>6,7</p>	8

BOOKS RECOMMENDED

1. Managing For Effective Living By Good Year & Khlor (1954)
2. Today's Home Living By Justin Margret M. & Rust Lucile O. (1953)
3. The Happy Home By Susheila Ram (1953)
4. Housecraft Principles & Practice by Ruth Binnie, Julia E. Boxall. (1951)
5. Home With Character By Craig, Hazel & Rusk (1987)
6. The House Its Plan And Use By Agan Tessic (1970)
7. Housing & Home Management by Lewis, Dora. S, Burns, Jean & Seguer Esther F. (1953)
8. Management for You By Fitzsimmans C & White, N. (1958)
9. Management For Better Living By Starr Marry C. (1956)
10. Art In Everyday Life By Goldstein Harriet & Goldstein Velta
11. Be Your Own Architect And Engineer By Syed Z.H.