

CONTENTS

Preface	vii
----------------------	-----

AREA 1 ENTREPRENEURSHIP AND FINANCIAL LITERACY

UNIT I	ENTREPRENEURSHIP AND FINANCIAL LITERACY	1
Lesson 1	Understanding the Business Environment and the Market.....	3
Lesson 2	Creating a Business Idea	10
Lesson 3	Developing a Product	23
Lesson 4	Naming a Brand for a Product	35
Lesson 5	Getting to Know Financial Products	41
Lesson 6	Exploring Financial Services	49

AREA 2 HOME ECONOMICS

UNIT II	BREAD AND PASTRY PRODUCTION	59
Lesson 7	Baking Tools and Equipment.....	61
Lesson 8	Weights, Measurements, and Substitutions.....	80
Lesson 9	Occupational Health and Safety Procedures in the Kitchen.....	94
UNIT III	BEAUTY CARE (NAIL CARE) SERVICES	105
Lesson 10	Use of Nail Care Tools and Equipment	106
Lesson 11	Maintenance of Nail Care Tools and Equipment.....	117
Lesson 12	Occupational Health and Safety Procedures in Salons	131

UNIT IV	HANDICRAFTS	151
Lesson 13	Produce an Embroidered Article	152
Lesson 14	Produce a Recycled Project	170
Lesson 15	Produce Wrapped Gift Items	177

**AREA 3
INDUSTRIAL ARTS**

UNIT V	PLUMBING	189
Lesson 16	Plumbing Materials and Tools	190
Lesson 17	Mensuration and Calculation in Plumbing	204
Lesson 18	Technical Drawings and Plans in Plumbing	212
Lesson 19	Maintenance of Plumbing Tools and Equipment and Occupational Health and Safety Procedures	220
UNIT VI	MASONRY	229
Lesson 20	Masonry Materials and Tools.....	230
Lesson 21	Technical Drawings and Plans in Masonry.....	241
Lesson 22	Mensuration and Calculation in Masonry	251
Lesson 23	Maintenance of Masonry Tools and Equipment	259
Lesson 24	Occupational Health and Safety Procedures in Masonry.....	265
UNIT VII	REFRIGERATION AND AIR-CONDITIONING	275
Lesson 25	RAC Materials and Tools.....	277
Lesson 26	Mensuration and Calculation in RAC	296
Lesson 27	Technical Drawings and Plans in RAC.....	310
Lesson 28	Maintenance of RAC Tools and Equipment.....	320
Lesson 29	Occupational Health and Safety Procedures in RAC Servicing	329

AREA 4
AGRICULTURAL ARTS

UNIT VIII	AQUACULTURE	341
Lesson 30	Fishery Tools, Equipment, and Facilities	342
Lesson 31	Estimation and Calculation in Fishery	355
Lesson 32	Drawing and Layout Plans for Ponds, Tanks, Pens, and Cages.....	363
Lesson 33	Safety Measures in Fish Farm Operations.....	375
UNIT IX	HORTICULTURE	385
Lesson 34	Use and Maintenance of Farm Tools and Equipment.....	386
Lesson 35	Estimation and Basic Calculation in Horticulture	396
Lesson 36	Interpretation of Farm Plans and Drawings	402
Lesson 37	Occupational Health and Safety Procedures in Farm Operations.....	412
GLOSSARY	423
REFERENCES	431
INDEX	441