

# Model Curriculum

## Employment Enhancement Programme



# EMPLOYABILITY ENHANCEMENT PROGRAMME

## CURRICULUM / SYLLABUS

**Duration: 2 Months**

**Sessions: 32 Hrs Sessions**

**Credits: 3 Credits per module**

Program Name	Employability and Entrepreneurship Skills	
<p><b>Learning Outcomes</b></p>	<ul style="list-style-type: none"> <li>▪ Learn Good Communication and Soft Skills.</li> <li>▪ Understand and Recall essential elements of computer basics and technology.</li> <li>▪ Employment and self-employment enhancement skills</li> <li>▪ Resume writing and preparation for interview.</li> <li>▪ Basic understanding of Money Transactions.</li> <li>▪ Understanding the basics of entrepreneurship and developing start up culture.</li> </ul>	
Sl. No	Module	Key Learning Outcomes
1	<p><b>Introduction</b> Duration: 1 hr</p>	<ul style="list-style-type: none"> <li>▪ Outline the objectives of the program.</li> </ul>
2.	<p><b>Health &amp; Hygiene</b>  Duration Theory: 2 hrs Practical: 4 hrs</p>	<ul style="list-style-type: none"> <li>▪ Common ailments -prevention and hygiene.</li> <li>▪ Disaster management.</li> <li>▪ Positive attitude and the role of attitude in self analysis.</li> <li>▪ Doing SWOT Analysis.</li> <li>▪ Integrity &amp; Honesty at workplace.</li> <li>▪ Identification of Key Life skills.</li> <li>▪ Time management technique</li> <li>▪ Adopt measures to check anger and stress</li> </ul>

		management.
<b>3.</b>	<b>Basics of Computers</b>  Duration: Theory: 1 hr Practical: 3 hrs	<ul style="list-style-type: none"> <li>▪ Identify the basic parts of a computer, keyboard and other important component of computer.</li> <li>▪ Understanding of the basic computer terminology and the functions.</li> <li>▪ Identify the application of MS Office.</li> <li>▪ E-commerce platforms.</li> </ul>
<b>4.</b>	<b>Digital Literacy</b>  Duration Theory : 2 hrs	<ul style="list-style-type: none"> <li>▪ Understand the importance and uses of digital transactions.</li> </ul>
<b>5.</b>	<b>Money Transactions</b>  Duration Theory: 2hrs Practical: 2 hrs	<ul style="list-style-type: none"> <li>▪ Discuss the main types of bank account and the process of opening a bank account.</li> <li>▪ Differentiate between fixed and variable cash.</li> <li>▪ Describe the main type of investment options.</li> <li>▪ Identify the different type of insurance.</li> <li>▪ Functions of online banking.</li> <li>▪ Type of Electronic fund transfers</li> </ul>
<b>6.</b>	<b>Employment and Self Employment Skills</b>  Duration Theory: 4 hrs Practical : 8 hrs	<ul style="list-style-type: none"> <li>▪ Understanding of term entrepreneurship and the characteristics .</li> <li>▪ Qualities of an effective leadership.</li> <li>▪ Identify problems.</li> <li>▪ Problem solving techniques &amp; case studies.</li> <li>▪ Discuss the success stories of entrepreneurs.</li> </ul>
<b>7.</b>	<b>Entrepreneurship Process</b>  Duration Theory: 3 hrs	<ul style="list-style-type: none"> <li>▪ entrepreneurial process and explain the entrepreneurship ecosystem.</li> <li>▪ Risk factors in business</li> </ul>
<b>8</b>	<b>Communication &amp; Soft Skills</b> Duration 40 sessions	<ul style="list-style-type: none"> <li>▪ Understanding the importance., objectives and usage of CSS.</li> <li>▪ Utility in workplace</li> </ul>
	<b>Total Course Duration:</b> <b>Credits:</b> <b>Duration :</b>	<b>32 hrs + 40 hours =72 hours</b> <b>3 Credits per Module</b> <b>2 months</b>

## Employment Enhancement Programme

**NOTE: The classroom sessions will be conducted at SMART Class. All the students should get their own notebooks, pen, etc.**

### **Fee**

**£500 per student** (Inclusive of stay, food, travel, guide fee, travel within Sikkim, activity fee).  
International & National Flight/Train Travel and visas expenses not included.

### **Eligibility**

UG-10+2, High School Degree

PG-Any graduates

### **Age**

All the students participating should be above 16 years and below 25 years.