

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
	Learning Outcomes	 Learn Good Communication and Soft Skills. Understand and Recall essential elements of computer basics and technology. Employment and self-employment enhancement skills Resume writing and preparation for interview. Basic understanding of Money Transactions. Understanding the basics of entrepreneurship and developing start up culture.
SI. No	Module	Key Learning Outcomes
1	Introduction Duration: 1 hr	 Outline the objectives of the program.
2.	Health & Hygiene Duration Theory: 2 hrs Practical: 4 hrs	 Common ailments -prevention and hygiene. Disaster management. Positive attitude and the role of attitude in self analysis. Doing SWOT Analysis. Integrity & Honesty at workplace. Identification of Key Life skills. Time management technique Adopt measures to check anger and stress



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3. Basics of Computers Identify the basic parts of a computer, keyboard an other important component of computer. Duration: Theory: 1 hr Practical: 3 hrs Identify the application of MS Office. E-commerce platforms. Identify the application of MS Office. E-commerce platforms. Understand the importance and uses of digital transactions. Money Transactions Duration Theory: 2 hrs Duration Theory: 2 hrs Practical: 2 hrs Identify the different type of investment options. Identify the different type of insurance. Functions of online banking. Type of Electronic fund transfers Employment Skills Duration Theory: 4 hrs Practical: 8 hrs Duration Theory: 4 hrs Practical: 8 hrs Duration Theory: 4 hrs Practical: 8 hrs Duration Theory: 3 hrs Communication & Soft Skills Duration 40 sessions Total Course Duration: Credits: Duration: Duration: Duration: Credits: Duration: Duration			
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2 months		Duration :	2 months



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.