

## Employability Skill Program – Plan & Syllabus

<b>Aptitude Skills - Quantitative &amp; Logical</b>	<b>Duration In Hours</b>	<b>Total In Hours</b>	
Speed Maths	3	<b>25</b>	
HCF & LCM	2		
Ratio & proportion	2		
Percentage	1		
Profit & Loss	2		
Simple Interest & Compound Interest	1		
Data Interpretation (Charts, Tables, Pie Charts, Lines, Histogram)	2		
Boats & Streams	1		
Time, Speed, Distance	1		
Time & Work	2		
Number Series	2		
Alphabetical Series			
Seating Arrangement	1		
Logical order			
Logical deductions & Venn Diagrams	1		
Permutations, Combinations, Probability	3		
Clocks	1		
Statistics (Averages)			
<b>Communication Skills</b>	<b>Duration</b>		<b>20</b>
Basic Grammar	3		
Subject Verb agreement			
Tenses			
Prepositions			
Sentence Structure			
Listening	3		
Reading and Reading Strategies	3		
Speaking	3		

Asking & Answering questions	3	
Self-Introduction		
Short Presentation		
Writing		
Email communication		
Short Report		
Resume Writing - Vocabulary	2	
Word formation	3	
Roots		
Prefixes		
Suffixes		
Synonyms & Antonyms		
Domain specific vocabulary		
<b>Technical &amp; Core Domain Skills on Employability</b>	<b>Duration</b>	<b>5</b>
Use of Modern Tools and Technology on Domain-specific Employability	5	
<b>Professional Skills</b>	<b>Duration</b>	<b>10</b>
Personal attributes (Reliability, Integrity, Dependability - Flexibility - Initiative and Enterprise - Consistency in performance - Time management)	3	
Teamwork, Collaboration, and Co-Operation	2	
Work Ethics & Dress Code	1	
Interview Preparation & Presentation	4	
<b>Total</b>	<b>60</b>	<b>60</b>