

Employability Skill Program – Plan & Syllabus

Aptitude Skills - Quantitative & Logical	Duration In Hours	Total In Hours	
Speed Maths	3	25	
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)			
Communication Skills	Duration		20
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		
Technical & Core Domain Skills on Employability	Duration	5
Use of Modern Tools and Technology on Domain-specific Employability	5	
Professional Skills	Duration	10
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	
Total	60	60