

# Model Curriculum

## Employability and Entrepreneurship Skills

**SECTOR: ALL**  
**SUB-SECTOR: ALL**  
**OCCUPATION: ALL**  
**REF ID: NA, V1.0**  
**NSQF LEVEL: ALL**



## TABLE OF CONTENTS

**1. Curriculum**

**01**

# Employability and Entrepreneurship Skills

## CURRICULUM / SYLLABUS

<b>Program Name</b>	<b>Employability and Entrepreneurship Skills</b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	ALL		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	
<b>Pre-requisites to Training</b>	NA		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Identify personal strengths and value systems:</b> safe work habits, achievement motivation, time management, anger management, stress management.</li> <li>• <b>Recall important tenets of digital literacy:</b> fundamentals of computer terminology, parts of a computer and a keyboard, main applications of MS Office.</li> <li>• <b>Discuss the essentials of matters pertaining to money:</b> saving money, bank accounts, types of costs, investment options, insurance products, taxes.</li> <li>• <b>Prepare for employment and self-employment:</b> preparing for an interview, effective resume writing, basic workplace terminology.</li> <li>• <b>Illustrate the basics of entrepreneurship and identify new business opportunities:</b> effective leadership, effective speaking, effective listening, problem solving, business opportunities, types of entrepreneurs, entrepreneurial process and ecosystem, resilient entrepreneurs</li> </ul>		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 00:30</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p>	<ul style="list-style-type: none"> <li>Recognize the importance of general discipline in the class room (dos and don'ts)</li> <li>List expectations from the program</li> <li>Outline the objectives of the program</li> </ul>	Laptop, white board, marker, projector
2	<p><b>Personal Strengths and Value Systems</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 04:00</p>	<ul style="list-style-type: none"> <li>Identify common health issues and tips to prevent them</li> <li>Discuss critical safety habits to be followed by employees</li> <li>Understand motivation with the help of Maslow's Hierarchy of Needs</li> <li>List the characteristics of entrepreneurs with achievement motivation</li> <li>Discuss how to maintain a positive attitude</li> <li>Discuss the role of attitude in self-analysis</li> <li>List your strengths and weaknesses</li> <li>Describe the importance of honesty in entrepreneurs</li> <li>List the characteristics of highly creative and innovative people</li> <li>Discuss the benefits of time management</li> <li>List the traits of effective time managers</li> <li>Apply effective time management techniques</li> <li>Apply tips for anger management and stress management</li> </ul>	Workbook exercises on health standards, Laptop, activity on strengths and weaknesses, white board, marker, projector
3	<p><b>Digital Literacy: A Recap</b></p> <p><b>Theory Duration</b> (hh:mm) 01:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p>	<ul style="list-style-type: none"> <li>Identify the basic parts of a computer and keyboard</li> <li>Recall basic computer terminology</li> <li>Identify the functions of basic computer keys</li> <li>Discuss the main applications of MS Office</li> <li>Discuss the benefits of Microsoft Outlook</li> <li>Identify the different types of e-commerce</li> <li>Explain the benefits of e-commerce for retailers and customers</li> <li>Discuss how the Digital India campaign will help boost e-commerce in India</li> </ul>	Laptop, white board, marker, projector, CPU, Monitor, keyboard, mouse, MS Office software, E-Wallet soft wares such as PayTM, SBI buddy etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Describe how you will sell a product or service on an e-commerce platform</li> <li>Elaborate on the need for digital transactions</li> <li>Identify the modes of digital transactions</li> <li>Explain the uses of digital transactions</li> </ul>	
4	<p><b>Money Matters</b></p> <p><b>Theory Duration</b> (hh:mm) 06:00</p> <p><b>Practical Duration</b> (hh:mm) 02:00</p>	<ul style="list-style-type: none"> <li>Recognize the importance and benefits of saving money</li> <li>Discuss the main types of bank accounts</li> <li>Illustrate the process of opening a bank account</li> <li>Differentiate between fixed and variable costs</li> <li>Describe the main types of investment options</li> <li>Identify the different types of insurance products and types of taxes</li> <li>Discuss the uses of online banking</li> <li>Describe the main types of electronic funds transfers</li> </ul>	Laptop, white board, marker, projector, Passport, Driving License, Voter ID card, PAN card, Aadhaar card, sample KYC document, bank opening form (can be downloaded from the Internet)
5	<p><b>Preparing for Employment and Self-Employment</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 04:00</p>	<ul style="list-style-type: none"> <li>Follow the steps to prepare for an interview</li> <li>Create an effective Resume</li> <li>Identify the most frequently asked interview questions</li> <li>Discuss how to answer the most frequently asked interview questions</li> <li>Identify basic workplace terminology</li> </ul>	Laptop, white board, marker, projector, sample CVs, Mock interviews, role plays, role play briefs, FAQs, quiz on basic workplace technologies.
6	<p><b>Entrepreneurship</b></p> <p><b>Theory Duration</b> (hh:mm) 04:30</p> <p><b>Practical Duration</b> (hh:mm) 09:00</p>	<ul style="list-style-type: none"> <li>Discuss the concept and significance of entrepreneurship and the characteristics of an entrepreneur</li> <li>List the qualities of an effective leader and the benefits of effective leadership</li> <li>List the traits of an effective team</li> <li>Apply techniques of effective listening</li> <li>Apply techniques of effective speaking</li> <li>Solve problems by identifying important problem solving traits</li> <li>Discuss how to identify new business opportunities within your business</li> <li>Describe the different types of entrepreneurs</li> <li>State the characteristics of entrepreneurs</li> <li>Recall entrepreneur success stories</li> </ul>	Laptop, white board, marker, projector, SWOT activity: pen and paper individual exercise, charts, coloured pens, Group Activity: poster making on entrepreneurship ecosystem. Activity: SMART Goal writing

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Follow the entrepreneurial process and explain the entrepreneurship ecosystem</li> <li>Recognize the purpose of the Make in India campaign</li> <li>Identify key schemes to promote entrepreneurs</li> <li>Define the relationship between entrepreneurship and risk appetite and entrepreneurship and resilience</li> <li>Discuss the characteristics of a resilient entrepreneur</li> <li>Identify techniques of dealing effectively with failure</li> </ul>	
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> <b>18:00</b></p> <p><b>Practical Duration</b> <b>22:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector</p>	

Grand Total Course Duration: **40 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [National Skill Development Corporation](#))