ITI Employability Skills Second Year Syllabus

Based on NIMI Pattern

MODULE	TOPIC	DURATION IN HOURS
1	English Literacy	20
2	Communication Skills	20
3	IT Literacy	15
4	Entrepreneurship skills	10
5	Sustainable Carrer	15
	Total	80

1. English Literacy Topic

1. Reflection
2. Greetings
3. Introductions
4. Writing Skills
5. English in the workplace

2. Communication Skills

1. Importance Communication
2. Managing Emotions
3. Formal Self-Introductions
4. Formal and Informal Communication
5. Verbal and Non Verbal Communication
6. Listening Skills
7. Understanding Gender
8. Interview Preparation
9. Workplace Manners
10. Feedback

3. IT Literacy

1. MS-PowerPoint
2. File Conversion
3. Reducing File Size
4. Webcasting through mobile
5. Server & Cloud Computing
6. Language Translation
7. Create online Resumes & CVs
8. Artificial Intelligence

4. Entrepreneurship

1. What makes an Entrepreneur?
2. Opportunities
3. Set up, Get Ready, Go!
4. Business Networking
5. Learning does not Stop

5. Sustainable Carrer

1. Future of work
2. Changes in Industry
3. Carrer Planning
4. Upskilling & Reskilling
5. Understanding Market Trends
6. Applying for Government and Private Jobs
7. Safety Policy at Workplace