

Annexure 1

Details of the Curriculum:

1. Digital Skills

a. Objectives

In 21st Century, most of the new actionable knowledge is being digitally born (often through digital collaborations), digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed. It only seems natural that it has become an essential part of one's personal, professional and social life. It has also transformed the way of living in 21st Century.





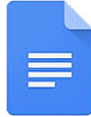

21st Century Digital Skills course attempts to propagate this knowledge through IT Awareness, Literacy, Functionality and Applicability among the common people with a view to bridge the Digital Divide and the resultant Knowledge Divide and Development Opportunity Divide.

Gaining such actionable knowledge makes a positive impact on one's job-readiness, social behaviour and ultimately boosts the self-confidence, enabling him/her to work effectively in the 21st Century workplace.











b. Syllabus

The software tools covered in the course are:

Software Tools:

Sr. No.	Tools	
English and Hindi Computer Typing		
Operating System and Internet		
1	Windows 10	
2	Internet	
3	Google Chrome	
Word Processor		
4	MS Word 2013	
5	Google Docs	
Spreadsheet		
6	MS Excel 2013	

Annexure 1: Job Readiness Program for Youth

7	Google Sheets	
Presentation Graphics		
8	MS PowerPoint 2013	
9	Google Slides	
Personal Information Manager		
10	MS Outlook 2013	
11	Gmail Inbox	
12	Google Drive	
Essentials		
13	Ergonomics	
14	Go Green	
15	Netiquettes	
16	Cyber Security Skills	

In order to enhance learner's job-readiness, social behaviour and to boost the self-confidence, this course includes:

Basic IT Awareness: Most activities in the 21st Century are directly or indirectly linked to Information Technology (IT) e.g. from Use of smartphone to Drone Technology, Google car, Smart watches, Fit Bit to 3D printing etc. It is always vital to be updated with IT concepts. It is also interesting to know some great personalities whose inventions and discoveries have made our life simple and easier. This information will definitely motivate and inspire a learner.

Smart Typing Skills: Learner also gets opportunity to learn scientific method of speed typing along with use of voice typing while achieving speed far exceeding the industry norms.

Annexure 1: Job Readiness Program for Youth

21st Century Office Skills: These skills in combination with various Office automation tools, contextual knowledge and professional know-how helps in effectiveness at the workplace For e.g., tasks like: creating Purchase order, Delivery Challan, Meeting Agenda and Minutes, Designing various forms and reports etc. are taught in the course

21st Century Daily Life Skills: Extensive use of internet, smart phones and apps available on it has liberated us. 21st Century Life Skills cover such various Apps and Websites that make our daily life easy. For e.g.: tasks like cashless transactions, online payments, cyber security, modern ways of communication etc. are taught using simple methods.

21st Century Study Skills: 21st Century Study Skills has opened new learning avenues. For e.g.: using various websites/apps for accessing interactive learning objects, virtual labs, accessing knowledge-banks like, TED Talks, Google Scholar etc.

21st Century Citizenship Skills: Various services benefiting the citizens are now made available online by central and state government services. 21st Century Citizenship Skills help in availing these services effectively. For e.g.: services like availing passport, Aadhaar card, PAN card, various certificates like, birth/death/marriage/income certificate etc.

Netiquettes & Cyber Security Skills: Knowledge of Netiquettes is very essential while using the internet. This includes communicating in a polite manner whether through email, chat or forums, respecting copyright issues, posting topics, etc. All these aspects are covered in this section.

Cyber Security skills give a basic understanding about vulnerabilities while moving around in the digital world, best practices securing your digital identity. For e.g.: tasks like: “I can protect myself from online spoofing”, “I can secure my net banking account with strong password,” “ I can securely share my data on social media sites” etc.

Scripting Skills (Basic Programming Skills): 21st Century literacy demands ability to understand scripting languages, operate and create various small applications to respond to emerging challenges. These include literacy about various novice-friendly, visual scripting and programming languages like SCRATCH, MIT App Inventor, Pocket code etc.

Ergonomics & Go Green: Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them. Here in this section, a learner will go through a series of videos that help in improving their behavior at workspaces and make them cope up with different environments to minimize risk of injury or harm.

Go Green section includes knowledge and practices that can lead to more environment friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generations.

c. Parity with International Standards

The types of skills that are covered in this course viz. 21st Century Daily Life Skills, 21st Century Citizenship Skills, 21st Century Study Skills, and 21st Century Office Skills along with operating system/s, MS Office Tools, LibreOffice Tools, and other useful mobile apps and websites are mapped to the following international IT Literacy Standards:

Annexure 1: Job Readiness Program for Youth

Sr. No.	International IT Literacy Standards
1	California Common Core Standards (CCCS)
2	National Educational Technology Standards for Students (NETS)
3	Northstar Digital Literacy Standards (NDLS)
4	Microsoft Office Standards (MOS)

d. List of Skills / Competencies in Syllabus

Following are the list of skills:

21st Century Office Skills:

(The below listed kills are taught using Windows 10 and MS Office 2013/Google Suite)

Sr. No.	21st Century Office Skills
1	I can personalize my desktop
2	I can create a file using Notepad application
3	I can enhance my document using WordPad application
4	I can create and manage files and folders
5	I can create playlist of marketing videos using Media Player application
6	I can create a Letter
7	I can design a VISITING CARD
8	I can create a RESUME (PROFILE)
9	I can create a USER MANUAL I can create an ENVELOPE
10	I can create a REGISTRATION FORM
11	I can create a professional INVITATION LETTER
12	I can create a NEWSLETTER
13	I can create a BLOG POST I can create a PROJECT REPORT
14	I can design a Web Page I can create a Letterhead
15	I can create TO-DO LIST
16	I can prepare an AGENDA
17	I can create useful ADDRESS BOOK
18	I can track EVENT EXPENSES more easily I can create a simple TIMESHEET
19	I can prepare personal BUDGET sheet quickly
20	I can create a LOAN CALCULATOR
21	I can manage MEETING MINUTES quickly and easily I can create a monthly APPOINTMENT CALENDAR
22	I can create a CHECKLIST
23	I can design a simple DATABASE

Annexure 1: Job Readiness Program for Youth

24	I can design beautiful GREETING CARD I can make a CERTIFICATE
25	I can prepare effective TRAINING PRESENTATION
26	I can design a COMPANY PROFILE
27	I can prepare a professional BUSINESS PRESENTATION
28	I can create a digital PRODUCT CATALOGUE
29	I can create a DIGITAL PHOTO ALBUM
30	I can make a SCHEDULE
31	I can create a PERSONAL PORTFOLIO
32	I can design an inspiring MAGAZINE COVER
33	I can create BLOOD STOCK database (Combine Output)
34	I can create and send MAIL MERGE-NOTICE (Combine Output)
35	I can create a GREETING CARD (Combine Output)
36	I can create a PROJECT REPORT (Combine Output)
37	I can SCHEDULE seminar (Combine Output)
38	I can create ATHLETICS EVENT MANAGEMENT sheet (Combine Output)
39	I can create Envelope using Writer
40	I can create Flyer-Summer Camp using Writer
41	I can create To-Do-List using Calc
42	I can create Donor Database using Calc
43	I can create a greeting card using Impress
44	I can create company profile using Impress
45	I can design beautiful GREETING CARD using PowerPoint

21st Century Daily Life Skills:

(This covers all the day to day mobile applications)

Sr. No.	21st Century Daily Life Skills
1	I can use Internet Explorer to browse web pages
2	I can create and operate an email account
3	I can use Paytm for cashless transactions
4	I can reset my email password
5	I can use BHIM app
6	I can open my net banking account
7	I can use my credit or debit card for online shopping
8	I can recharge my mobile phone online
9	I can pay telephone bill online
10	I can pay electricity bill online I can configure and activate internet connection
11	I can use ShareIt app to share the files with others
12	I can print and save web pages
13	I can use Truecaller app
14	I can build my network for professional upgradation

Annexure 1: Job Readiness Program for Youth

15	I can book movie tickets online
16	I can use Ola Cabs app to book a cab online
17	I can use GPS Route Finder app
18	I can use JustDial to find an online tutor
19	I can sell old items online on OLX
20	I can use Flipkart app for online shopping
21	I can use Opera Mini app
22	I can send and receive eFax
23	I can use an app to read newspaper online
24	I pay service tax online
25	I can use Evernote app to access my notes everywhere
26	I can use Udemy app for learning and teaching online
27	I can book train tickets online
28	I can use MakeMyTrip website to organize my trip online
29	I can book air tickets online
30	I can book gas refill online
31	I can put my important files on a CD or DVD
32	I can search for any location using Google Maps
33	I can enhance the performance of my computer
34	I can recharge my TV online
35	I can capture a screen using the snipping tool
36	I can protect computer from viruses
37	I can connect computer to a projector
38	I can compress/decompress files
39	I can read Newspaper online: www.jagran.com
40	I can use IndiaMart for online shopping
41	I can do online shopping using myntra.com
42	I can use Google Maps app
43	I can recharge mobile using Free Charge app
44	I can scan QR code using Barcode Scanner app
45	I can use Hangout to make a voice call

21st Century Citizenship Skills:

Sr. No.	21st Century Citizenship Skills
1	I can apply for Birth Certificate online
2	I can use government helpline services online
3	I can find my Vehicle Details
4	I can visit and explore 'mygov.in'
5	I can book appointment online in Government Hospital
6	I can file my income tax return
7	I can apply for Aadhaar Card
8	I can verify Aadhaar Details I can update Aadhaar Details

Annexure 1: Job Readiness Program for Youth

9	I can get alerts from Central Government
10	I can apply for Passport online
11	I can track status of my Passport application online
12	I can apply online for Pradhanmantri Suraksha Bima Yojana
13	I can apply online for Pradhanmantri Jeevan Jyoti Bima Yojana
14	I can use Digilocker to store certificates online I can scan documents and store online
15	I can apply online for Pradhanmantri Awas Yojana
16	I can apply online for Voter ID Card I can search my name in the Voter ID list
17	I can apply online for Driving License
18	I can apply for PAN Card online
19	I can apply online for Pradhan Mantri Fasal Bima Yojana
20	I can register my complaints on Consumer Forum
21	I can book an appointment with Government officer Online Booking
22	I can register on MGNREGA online I can view my details on MGNREGA
23	I can make an application for right to information
24	I can use Rakshak App for safety of Women and Senior Citizens
25	I can download forms
26	I can apply online for Pradhanmantri Mudra Yojana
27	I can calculate my income tax
28	I can check weather status in my area
29	I can know all Emergency Numbers
30	I can apply for ration card online
31	I can apply online for Start-up Recognition
32	I can apply for education loan
33	I can apply online for Pradhanmantri Sukanya Samruddhi Yojana
34	I can apply for National Scholarships
35	I can register complaints with National Human Rights Commission online
36	I can use mKisan Portal and Kisan App
37	I can locate blood bank nearby me, and know about stock availability
38	I can avail ePost Office Service of India Post
39	I can avail LPG services online
40	I can check my Provident Fund Online
41	I can apply online for Atal Pension Yojana
42	I can track status of the court case online
43	I can get my Soil Health card
44	I can become aware about the Market Price
45	I can apply for Death Certificate online

Annexure 1: Job Readiness Program for Youth

21st Century Study Skills:

Sr. No.	21st Century Study Skills
1	I can use Google to search more information about study topics
2	I can listen to Online Stories / Classic Literature in any language
3	I can use Wikipedia to search the information
4	I can watch educational videos online (YouTube)
5	I can search synonyms, antonyms, and thesaurus on dictionary.com
6	I can improve my vocabulary using volt
7	I can organize my day/ Notes, important points using Google Keep
8	I can check for grammar and spell check
9	I can Google Docs to share notes
10	I can watch educational talks on TED Talks
11	I can participate in Live Discussions (Facebook Live)
12	I can learn a new language by interacting with my phone with the duoLingo App
13	I can join Massive Open Online Courses (MOOCs)
14	I can join online courses on Coursera.org I can learn any subject online for free on edx
15	I can learn from Best Colleges in the World - NPTEL I want to learn through videos on Khan Academy
16	I can express my Ideas using Mindmap tool
17	I can find information about The World via https://knoema.com/atlas
18	I want to learn about History using Google Arts and Culture
19	I can learn by playing games & improve my abilities - Elevate
20	I can do science experiments - Physics I can do Math Experiments
21	I can test my IQ
22	I can listen to a podcast and learn cool science facts in 60 seconds
23	I want to learn about the stars by using http://stars.chromeexperiments.com/
24	I can make a presentation on my research & take real time feedback via Google Slides
25	I can do clustered search
26	I know about the History of India, using India History App chronologically
27	I can check my project report for Plagiarism using Plagiarism checker
28	I can access online Research Papers (Google Scholar)
29	I can collaborate with peers to practice for competitive exams like IIT JEE
30	I can conduct a poll/survey/research using Google Forms
31	I can explore http://planner5d.com/
32	I can draw art on a tablet using an app
33	I can search and download eBooks (NCERT)
34	I can test my EQ
35	I can learn by playing games & improve my abilities - NeuroNation
36	I can improve my productivity using StayFocusd app

Annexure 1: Job Readiness Program for Youth

37	I can learn programming/coding with peers on www.codecademy.com
38	I want to improve my Social Learning/General Knowledge using Facebook
39	I can use Discovery Science for studying in a better way
40	I can use Quikr app for posting free ad
41	I can learn by discussions in forums (quora.com)
42	I can keep track of my important events/classes all in one place (Google Calendar)
43	I can do science experiments – Chemistry
44	I can understand my personality type - https://www.16personalities.com/
45	I can listen to music, watch videos and share online

Basic IT Awareness:

Sr. No.	Basic IT Awareness
1	What is booting? Google Name Story
2	What is Data? Google's Self-Driving Car
3	Know about Information System
4	What is Software? Google Project Loon
5	What is Hardware? Google Glass
6	Various Types of Micro Computer Smart Watches
7	Know about Working of Computer Flexible Technology
8	Use of Internet for Entertainment Transparent Technology
9	Uses of the internet for education
10	Know about Internet & Web What is Browser? What is URL & Hyperlink
11	What is Email? What is Instant Messaging? What is WWW?
12	What is e-commerce? Electronic Commerce Securities
13	Using Wikipedia Domain Name
14	What is Social Networking Mark Zuckerberg
15	Internet Service Provider Budhayana
16	About Internet Modem World Wide Web's History
17	File Transfer Protocol

Annexure 1: Job Readiness Program for Youth

	Navigation Technology
18	Web Based Applications Takshashila
19	Web Based Applications Takshashila
20	Filters Larry Page
21	Content Evaluation & Internet Security Suites
22	Home Network and Wifi
23	Device Drivers
24	Disk cleanup and defragmenter
25	Motherboard
26	Microprocessor Chips Specialty Processors
27	Bus Lines
28	About AC and DC Power Supply
29	What is Binary system & Binary coding scheme
30	Power Supply Power Supply Unit What is Input?
31	Digital Camera About Output Device QWERTY
32	About Features of monitor
33	Voice Recognition Systems 3D Printing
34	Card Reader Bill Gates
35	About Storage
36	Optical Disc C.V. Raman
37	Hard Disk and RAID Steve Jobs
38	Using Solid State Storage
39	Mass Storage Devices Tim Berners Lee
40	Internet Hard Drive
41	What is Topology? Types of Network Robert Cailliau
42	What is Protocol?
43	Know about Physical Connection Of Networks
44	Analog and Digital
45	Bandwidth

Annexure 1: Job Readiness Program for Youth

Ergonomics & Go Green:

Sr. No.	Ergonomics & Go Green
1	Importance of ideal posture while using computer Importance of shutting down and logging off a computer
2	Avoiding high audio volume Turn off your monitor
3	Correct use of keyboard and posture Save fuel, go green
4	Eyes vis-a-vis your computer screen Save paper, use the Notepad app
5	Helpful tips: Reading from your computer screen Hibernate, lock or shut down?
6	Some neck exercises for stress relief Shun that screensaver
7	Why use an ergonomic chair? Use apps to save time and fuel
8	Correct laptop posture Use Google Maps to save fuel and time
9	Break to break that habit Send e-invites and save paper
10	Use Mouse Ergonomically Use Google Calendar to work effectively
11	Prevent musculoskeletal disorders Did you correctly shutdown your computer?
12	Shoulder exercises for computer users Tips on green computing
13	Ergonomic keyboards Share online and reduce paper waste
14	Don't keep those legs dangling Save paper, use both sides of paper
15	Adjust the display's brightness Use paperless communication
16	Exercises your hands and fingers Reduce your digital and carbon footprints
17	Prevent computer vision syndrome Use shared drive storages instead of email attachments
18	Flex those fingers Analyze your computer's energy usage
19	Ease the shoulders Recycle your old computer
20	Prevent ergonomic injuries in children Use effective power management
21	Step it up! Create shortcuts, not copies
22	Children and computer-related injuries When multitasking, close the unused apps

Annexure 1: Job Readiness Program for Youth

23	Exercises at your desk Use online services wherever possible
24	Ergonomic keyboard drawer Think before you take a printout
25	Rule of 20-20-20” Organize files and folders: Saves energy
26	Use ergonomic table Avoid unnecessary digital storage and email attachments
27	Blink your eyes Delete unused files from the hard drive
28	Soothe your eyes Archive large email folders
29	Lower Back Pain? Use energy saving technology
30	Proper lighting around computer workstation Screensavers are not energy savers, shun them
31	Avoid eating at your desk Buy computers that come with a Star rating
32	Exercises for your back Reduce paper margins to decrease paper consumption
33	Stretch your legs Use soft copies of textbooks whenever possible
34	Some neck exercises Use digital copies over hard copies
35	Ideal neck posture Separate your e-waste and techno trash
36	Ouch! That wrist hurts! Reuse ink cartridges
37	Some more exercises for your shoulders Avoid non-productive message and mail forwards
38	Side effects of AC workstations Remember to turn-off the Bluetooth and Wi-Fi
39	What is an ergonomic mouse? Turn off the peripherals
40	Some more finger exercises Video conference to save time and resources
41	Using ergonomic headphones Use zip files and PDFs
42	Check the display settings Buy only energy efficient products
43	Time to do some back stretching Upgrade to a flat panel LCD monitor
44	Some more leg exercises Adjust the brightness on your monitor
45	Keep away from the noise Opt for e-bills and e-bank statements to save environment
46	Optimizing display settings Verify if your computer’s power supply is 80 plus Certified
47	Check the position of your monitor Use printer rationally, opt for eFax

Annexure 1: Job Readiness Program for Youth

48	Tips to use the keyboard Download only the apps and programs you need
49	Breathing exercises Replace colored prints with black and white
50	Adjust your workstation for comfort Extend the life of your computer

Netiquettes & Cyber Security Skills:

Sr. No.	Netiquettes & Cyber Security Skills
1	What are netiquettes? I can manage and maintain strong passwords
2	Email etiquettes I can secure my online banking transactions and take care of information safety
3	Online forms and their risks I can set Emergency Text on ANDROID phone to be used when it is locked
4	Think before you click that link I can track the data (internet) usage on Android PHONE
5	Be vigilant while using online classifieds I can use good antivirus software for my Laptop and PC
6	Rules of Net-etiquettes I can secure my Profile and other pictures shared on Facebook
7	Sharing is caring, but not on Internet I can use App Locker tools for important Mobile Apps
8	Deactivate unused accounts I can restrict Administrator account access on Personal Laptops
9	Tips for safe online recharge I can use "safely remove hardware option" for plug and play devices
10	Risks in Online registration I am aware about the legal aspects of fake Profiles on Social Media Sites
11	Validate before sharing online
12	If you copy-paste, first know about copyrights I can secure my WhatsApp DP
13	Importance of strong password I know the legal aspects of publishing/transmitting material containing sexually explicit conducts
14	Sharing photos online I am aware about defamation through social media and it's legal implications
15	Safe Downloading I am aware about cheating through matrimonial sites
16	Stay safe on social networking sites I can use Login IDs and passwords on public Computers using safety tips
17	Surf smarter I can be careful while Sharing and Forwarding on social media
18	Digital signatures I can prevent the appearance of unwanted Ads and Pop-ups
19	Be safe while posting your resume online

Annexure 1: Job Readiness Program for Youth

	I know the importance of using a physical lock for laptop
20	Trusted websites I can check the warranty of a product or gadget
21	Cyber Security - Hacking I know the importance of noting down the IMEI Code
22	Cyber Security - Mischief
23	Cyber Stalking I can avoid malware while downloading Android apps
24	Cyber Security - Cheating by personation I can block my SIM card if my handset is lost
25	Cyber Security - identity Fraud I know about the legal consequences of using cracked or pirated software
26	Cyber Security - identify Fraud I can protect myself from fake emails which pretend to be genuine
27	Some safe e-commerce tips I know how to secure net banking and online transactions on Public computers
28	Keep your software/apps updated I know about data theft and IT Act 2000
29	Be vigilant while using online classifieds I know about Online Sexual harassments and it's Legal implications
30	Just because it's free, it doesn't mean it's safe I know how to protect myself from online lottery cheating and fake messages
31	Encrypt files to protect data I am aware about and can protect myself from 'Work from Home' scams
32	Online gaming is not always fun! I can protect myself from social media blackmailing
33	Keep your account information for yourself
34	Use antivirus protection before you go online I know the consequences of downloading unknown Email attachments and safety tips
35	Protect yourself from cyber bullying I can secure my Debit/Credit card physically
36	Stay safe while booking tickets online I am aware about the legal consequences of displaying and distributing pirated music/videos
37	Create back-up copies for your important stuff I know how to protect data in case of loss or theft of computer/laptop
38	Sharing is caring, but not on the Internet I know what steps to follow if my Mobile is stolen/lost
39	Unsecure wireless connections I can use safety tips for using public Wi- Fi networks
40	Peer to peer sharing I can secure my Aadhaar card data
41	Keep your data private online I know about the hazards of playing online mobile games
42	Surf smarter I can be careful about peeping while using passwords and PINs

Annexure 1: Job Readiness Program for Youth

43	Don't leave copies of your printed pages in a common printer I can use the safety tips while taking selfies
44	Use emoticons in your post
45	Don't Type in ALL CAPS I know the legal consequences about data tampering
46	Read the email before you send I am aware about the hazards of using mobile while walking or driving a vehicle on road
47	Risks associated with social bookmarking I know the legal aspects of offence like internet and drug trafficking
48	Unsecured wireless connections I can protect myself while travelling by a hired car
49	Do not attach unnecessary files I can identify and protect myself from fraud calls regarding online lucky draw
50	Don't reply a private message on "reply all"

Scripting Skills:

Sr. No.	Scripting Skills
1	App Story
2	Programming Environment
3	Basic Syntax
4	Data Types
5	Variables
6	Keywords
7	Basic Operators
8	Decision Making
9	Loops
10	Numbers
11	Characters
12	Arrays
13	Strings
14	Functions
15	File I/O
16	IoT (Internet of Things)
17	Introduction to MIT App Inventor
18	Case Study: MIT App Inventor
19	Case Study: MIT App Inventor
20	Case Study: MIT App Inventor
21	Case Study: MIT App Inventor
22	Introduction to Pocket Code App
23	Introduction to Blockly App
24	Scratch Introduction
25	Creating a Colorful Parrot: Interactive
26	Creating a Dancing Queen: Story

Annexure 1: Job Readiness Program for Youth

27	Creating a Dialogue
28	Creating Your Own Sprite
29	Aquarium: Animation
30	Greeting Card
31	Simple Electrical Circuits

e. Learning Strategies

The Academic Approach of the course focuses on the “**work centric**” education i.e. begin with work and derive knowledge from work and apply that knowledge to make the work more wholesome, useful and delightful.

The ultimate objective is to empower the learner to engage in **socially useful and productive work**. It aims at leading the learner to his/her rewarding career as well as development of the society.

Learning methodology

- Learners are given an **overview** of the course and its connection to life and work
- Learners are then exposed to the specific tool(s) used in the course through the various **real-life applications** of the tool(s)
- Learners are then acquainted with the **careers** and the hierarchy of **roles** they can perform at workplaces after attaining increasing levels of mastery over the tool(s)
- Learners are then acquainted with the **architecture** of the tool or **Tool Map** so as to appreciate various parts of the tool, their functions and their inter-relations
- Learners are then exposed to **simple application development methodology** by using the tool at the beginner’s level
- Learners perform the **differential skills** related to the use of the tool to improve the given ready-made outputs
- Learners are then engaged in **appreciation** of real-life case studies developed by the experts
- Learners are then encouraged to proceed from **appreciation to imitation** of the experts’ outputs
- After imitation experience, they are required to improve the expert’s outputs so that they proceed from mere **imitation to emulation**
- Finally, they develop the **integral skills** involving optimal methods and best practices to produce useful outputs right from scratch, publish them in their **ePortfolio** and thereby proceed from **emulation to self-expression**. From **self-expression to self-confidence** and from **self-confidence to self-esteem!**

2. ENGLISH Language Skills

a. Objectives

To make the learner proficient in English Language at a basic level as per the globally accepted standards.

b. Syllabus

Following skills are covered in the syllabus:

- Listening, Speaking, Conversing, Reading, Writing

Skill	Sub-skills
Listening (L)	<ul style="list-style-type: none">• Concentration• Interest in the topic• Meaning and concept understanding• Sense making• Understanding• Memorization and recall
Speaking (S)	<ul style="list-style-type: none">• Pronunciation• Fluency• Speed• Intonation• Clarity• Sentence construction
Conversing (C)	<ul style="list-style-type: none">• Active Listening• Responding
Reading (R)	<ul style="list-style-type: none">• Concentration• Meaning and concept understanding• Follow up reading• Loud reading• Silent reading
Writing (W)	<ul style="list-style-type: none">• Understanding and clarity• Layout• Planning according to meaning• Use of language appropriate to content• Note making

Annexure 1: Job Readiness Program for Youth

I Statements as per English Language Competency Levels of Common European Framework (CEFR), namely CEFR A1 and A2

Skill		A1 Level	A2 Level
Understanding	Listening	<p>1. I can understand familiar words when my family and common people speak.</p> <p>2. I can use very basic phrases concerning myself, my family when people speak slowly and clearly.</p> <p>3. I can understand simple conversation over phone.</p>	<p>1. I can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).</p> <p>2. I can catch the main point in short, clear, simple messages and announcements.</p> <p>3. I can identify topics of TV programs, especially if helped by visual clues.</p>
	Reading	<p>1. I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.</p>	<p>1. I can read very short, simple texts.</p> <p>2. I can understand short simple personal letters.</p> <p>3. I can extract basic information from newspaper, magazines etc.</p>
SPEAKING	Spoken Interaction	<p>1. I can ask and answer simple questions on very familiar topics.</p> <p>2. I can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.</p>	<p>1. I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.</p>
	Spoken Production	<p>1. I can use simple phrases and sentences to describe where I live and people I know.</p>	<p>1. I can use a series of phrases and sentences to describe my family.</p> <p>2. I can use a series of phrases and sentences to describe other people.</p> <p>3. I can use a series of sentences to describe my educational background and my present or most recent job.</p>

Annexure 1: Job Readiness Program for Youth

Grammar Elements and Tenses

Sr.	Grammar Elements – (Total 30)	Sr.	Tenses (Total 11)
1	Verbs - Auxiliary & Action with Prepositions & Nouns and Demonstrative Determiners like This, That, and Possessive Adjectives	1	Present Simple & Continuous Tense
2	How much/how many & very Prepositions & Pronouns	2	Present Perfect Tense
3	Auxiliary Verbs & Action Verbs, Possessive “s”.	3	Present Perfect Continuous Tense
4	Demonstrative Determiners like Here/There, These/Those, Adverbs of frequency	4	Past Simple
5	Articles – with countable and uncountable nouns & Nouns & Adjectives,	5	Past Continuous
6	Articles & Nouns (Countable- Plurals) AND Apostrophe	6	Past Perfect
7	There-Their- They're & Conjunctions	7	Past Perfect Continuous
8	WH-Interrogative with WORDS that are Both Nouns & Verbs + mine, yours, his, hers, ours, theirs	8	Future Simple
9	Wh-questions in the past) & Conjunctions + me, him, her, us	9	Future Continuous
10	Articles+ nouns (Uncountable) & Concrete & Abstract Nouns, Collective nouns	10	Future Perfect
11	Nouns with Conjunctions & Homophones	11	Future Perfect Continuous
12	Proper Nouns, Possessive “S” & Modal Verbs (Can, could)		
13	Nouns & Adjectives & Modal Verbs (May, Might)		
14	Nouns+ Adjectives & Modal Verbs (Should, ought to)		
15	Verbs & Adverbs & "I'd like" with Comparatives and Superlatives		
16	Verbs & Adverbs & Modal Verbs (Shall, Used to, and "Going to"		
17	Intensifiers - Basic , Interjections With Phrasal Verbs		
18	Infinitive With Verb - Plus-ING – Like		
19	Sentences - Positive to Negative & Question tags with Types of Sentences - Imperative & Exclamatory		
20	Gerunds+ Participles with Phrases		
21	Types of Sentences - Positive to Negative with Types of Sentences - Assertive & Interrogative		
22	Either-or, Neither-nor , The Infinitive		
23	Phrasal Verbs & Question tags		
24	Verbs & Adverbs with Compound Words & Much-Many		
25	Conditional (Zero & First)		
26	Adverbial phrases of frequency, time and place with Subjunctive		
27	Conditional (First & Second)		
28	Prefix-Suffix with So-such		
29	Direct - Indirect Speech with Synonyms-Antonyms		
30	Active-passive voice (Intransitive Verbs) and Want-would like		

Annexure 1: Job Readiness Program for Youth

Context Topics

	Context Topic		Context Topic		Context Topic		Context Topic
1	Home and surrounding	16	Hobbies	31	Food	46	Shops- Market places
2	Greetings- Routine, seasonal	17	Holidays-Picnics	32	Requests	47	Family traditions- Festivals
3	Health-Healthy Habits	18	Social media	33	Dressing-clothing	48	Office-workplace
4	Farms-Farmers	19	Current Affairs	34	Garden	49	Soldiers-Army
5	Occupations	20	Remembering past	35	Animals -Birds	50	Workplace ethics
6	Travelling- Transportations	21	Safety	36	Directions and addresses	51	Science- Technology
7	Family-Relatives- Neighbours	22	Natural disasters	37	Personal information	52	Computers & The Internet
8	Telling time	23	Nationalities- Countries	38	Games-Sports	53	Environment
9	Friends	24	Meetings - Presentations	39	Home town	54	Weather-Seasons
10	Describing people- places	25	Television-Films	40	Work and jobs	55	Numbers-Prices
11	Future plans- Savings	26	Books-literature	41	Look to the future	56	Religion and faith
12	Accommodation	27	Adventure	42	Giving gifts	57	Civic Sense - Cleanliness etc
13	Public services: Bank, Post office etc	28	Emergencies	43	City -Village life	58	Government
14	Education- Schooling	29	Generations & Generation gap	44	Dreams	59	Indian constitution
15	Competitions	30	Careers	45	Guests	60	Music

Annexure 1: Job Readiness Program for Youth

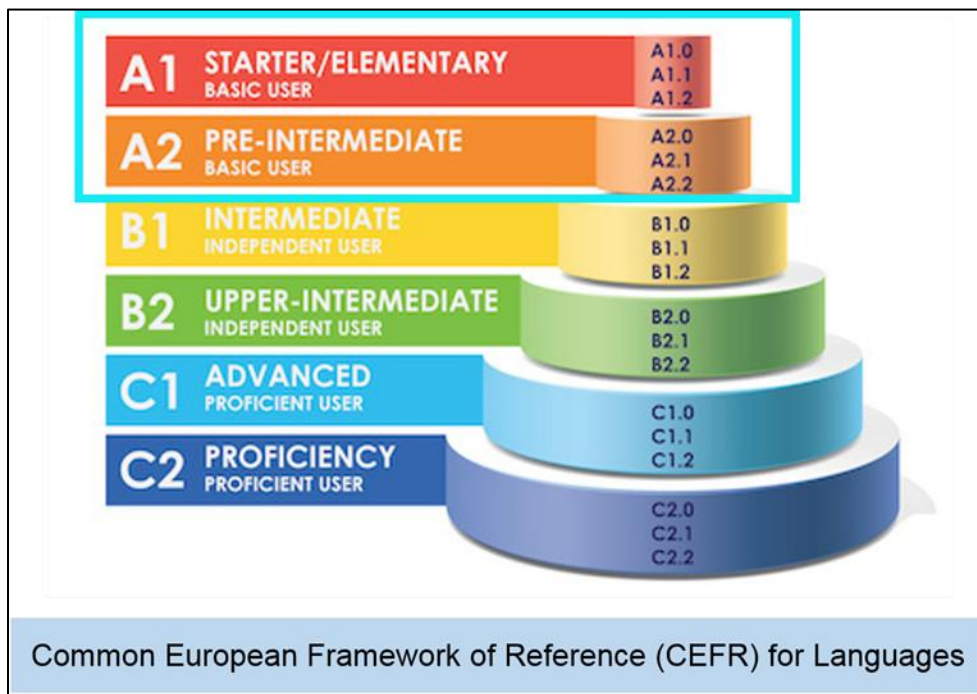
c. Parity with International Standards

Following standards at international level are referred for designing the curriculum.

Compliance is established with Common European Framework of Reference for Languages: Learning, Teaching and Assessment (CEFR standard) – Level A1 and A2.



Curriculum for English Language Skills complies with CEFR standards – Level A1 and A2.



Reference: <http://www.abeschool.it/wp/en/cefr-english/>

d. Learning Strategies

There has been a lot of research done at the international level in second language acquisition strategies for English language.

Annexure 1: Job Readiness Program for Youth

i. Normal Phenomena in Second Language Acquisition:

In one of the researches various normal phenomena of second language acquisition are mentioned including:

Interference: It means a person may make an English error due to the direct influence of his/her mother tongue. This is a normal phenomenon-a sign of a language difference, not a language disorder.

Silent Period: It means when a person is first exposed to a second language, frequently s/he focuses on listening and comprehension. They are often very quiet, speaking little as they focus more on understanding the new language. Adults may remain in the silent period for a few weeks or a few months.

Code Switching: This involves changing languages over phrases or sentences.

Language Loss: As people learn English, they lose skills and fluency in first language if it is not reinforced and maintained. This is called *subtractive bilingualism*. Ideally, a person should experience *additive bilingualism*, where s/he learns English while the first language and culture are maintained and reinforced.

(Ref. <http://www.asha.org/public/speech/development/easl/>)

ii. Meaning to structures:

While one attempts second language acquisition, it is observed that 'one goes for meaning first, and as a result, one acquires structure'. (Ref: Principles and Practice in Second Language Acquisition, Stephen D Krashen, University of Southern California)

iii. Words to phrases and phrases to sentences:

Further, the structure is to be unfolded progressively, i.e. from simple to complex. This means that first simple words are to be introduced, followed by a group of words or phrases and then the sentences.

iv. Constructive approach for language acquisition for ensuring continuity of practice:

The process of second language acquisition has to be necessarily a learning process leading to continuous quest to upgrade proficiency of the second language. It is, therefore, required to ensure that the person has to be involved actively in language acquisition by using various tools and techniques to enable him/her have a continuity of practice for life long.

v. Skill based mastery and levels

Language acquisition involves various skills: Listening (with clear understanding of the meaning and making sense out of it), Speaking, Conversation, Reading, Writing and Grammar (L, S, C, R, W, G). Grammar i.e. the language structure is applicable for all other skills. Referring to the

Annexure 1: Job Readiness Program for Youth

phenomena of first language acquisition, wherein a child first listens to the language and starts comprehending the meaning by establishing correlation between the visual and the sound / audio. Exposure to first order symbols in form of images/ pictures helps attainment of Listening and Speaking skills (e.g. showing the picture of an Apple and associating a spoken word 'Apple' with the picture). Introduction of second order symbols in form of alphabets, numerals, etc. leads to skill of reading and writing (e.g. A for Apple). Hence, a progressive approach is helpful for second language acquisition. For example, progression of skills like L, L+S L+S+R, L+S+R+C, L+S+C+R+W.

vi. Use of Technology

State of the art tools are introduced in the flow of interactivities that ensure continuity of practice. Tools introduced are as follows: Dictionary, Thesaurus, Apps, Google Translate, Voice Note, other Artificial Intelligence (AI) based tools for speech to text, text to speech, etc.

3. Communication skills

a. Objectives

To offer an exposure to soft skills and communication skills in job / workplace situations involving thought provoking exercises with a continuous practice through eLearning so as to make him/her job ready and attain job success eventually.

b. Syllabus

Following Communication Skills necessary for job success are included in the syllabus:

Communication Skills	
1.	Effective Communication
2.	Listening Skills
3.	Non-Verbal Communication
4.	Interpersonal Communication
5.	Presentations
6.	Interviews
7.	Technology Mediated Communication
8.	Communication within a Group
9.	Email Communication
10.	Written Communication Formats
11.	Social Skills
12.	Public Speaking Skills
13.	Customer Relationship Management
14.	Visual Communication
15.	Mass Communication

Annexure 1: Job Readiness Program for Youth

I statements: Communication Skills

Syllabus in form of I Statements is presented as follows:

Communication Skills	
1.	Effective Communication
	I can: 1. Understand the elements of effective communication 2. Handle the barriers of effective communication 3. Communicate with tact during conflicts
2.	Listening
	I Can: 4. Differentiate between hearing and listening 5. Listen actively 6. Interpret the message based on the tone, context and intention
3.	Non-Verbal Communication
	7. I can pay attention and understand the feelings behind the gestures, facial expressions and postures 8. I understand the non-verbal cues 9. I can be careful of non-verbal cues sent out by me
4.	Interpersonal Communication
	10. I can appreciate and respect diversity 11. I can avoid prejudices while communicating 12. I can respect views that are opposite to mine
5.	Presentations
	13. I can create content for a presentation 14. I can present my ideas 15. I can handle difficult situations during presentations
6.	Interviews
	16. I can dress appropriately for an interview 17. I can appear for an interview confidently and express myself well 18. I can be confident and not be awkward/shy during an interview
7.	Technology Mediated Communication
	19. I can communicate with people through audio conferencing 20. I can communicate with people through video conferencing 21. I can choose appropriate communication channel
8.	Communication within a Group
	22. I can offer my ideas in a group discussion or meeting 23. I can actively listen to viewpoints presented by others in a group discussion 24. I can summarize a group discussion
9.	Email Communication
	25. I can write formal emails 26. I can write clear, complete and correct emails 27. I can understand and practice email etiquettes

Annexure 1: Job Readiness Program for Youth

10.	Written Communication
	I Can: 28. I can use appropriate style, grammar, vocabulary etc. 29. I can ensure that my writing is clear, complete and correct 30. I can write formal letters such as Job Application, Proposals, Reports, Invoice, Website, Blog etc.
11.	Social Skills
	31. I can create and maintain my digital identity 32. I can choose appropriate media to circulate correct/verified information 33. I can follow manners and etiquettes in using electronic media for communication at workplace
12.	Public Speaking
	34. I can understand the audience to plan my speech 35. I can speak confidently in public and establish a connection with the audience 36. I can convey the message effectively using various presentation techniques
13.	Customer Relationship Management
	37. I can understand customer needs 38. I can serve a customer beyond my responsibility 39. I know it is difficult to get a lost customer
14.	Visual Communication
	40. I understand importance of visual communication 41. I know the meanings of international signage
15.	Mass Communication
	42. I understand various forms and effectiveness of mass communication 43. I can use mass communication tools responsibly

c. Parity with International Standards

Curriculum for Communication Skills is at par with following national and international standards for Soft Skills and Life Skills.

- National Skills Qualification Framework: Employability and Entrepreneurship: MODULAR EMPLOYABLE SKILLS (MES) / SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS) Skills"
- Workplace Employability Skills (ARIZONA CTE CAREER PREPARATION STANDARDS & MEASUREMENT CRITERIA)
- City & Guilds: Skills for Work and Life
- European Qualification Framework

Annexure 1: Job Readiness Program for Youth

d. Learning Strategies

There has been a lot of research done at international level in internalization of soft skills including communication skills. Lot of emphasis has been given on self-actualization and self-development skills. Being sensitive to oneself, others, society and the nature is found to be the core competency in attaining soft skills.

In view of this, following strategies are adopted in designing syllabus of soft skills including communication skills:

- i. Exposure to various situations from personal, professional and social life of an individual demonstrating use of soft skills as against lack of them.
- ii. Detailed analysis of situations so as to help learner relate to his/her own personal /professional /social life
- iii. Emphasis on being sensitive towards self, others, society and nature
- iv. Emphasis on workplace situations for fresher
- v. Focus on activities to help learners internalize and practice communication skills and soft skills

4. Soft Skills

a. Objectives

- To help the learner internalize soft skills necessary for job success with an exposure to verbal, non-verbal and written communication in various contextual situations in daily life with continuous practice and drills through eLearning for ensuring accuracy.
- To offer an exposure to soft skills and communication skills in job / workplace situations involving thought provoking exercises with a continuous practice through eLearning so as to make him/her job ready and attain job success eventually.

b. Syllabus

Following soft skills are included in the syllabus:

Soft Skills	
1.	Psychology of success
2.	Being Sensitive
3.	Self-Awareness and Self-Acceptance
4.	Self-Management
5.	Time Management
6.	Smart Goal Setting
7.	Decision Making
8.	Being Flexible

Annexure 1: Job Readiness Program for Youth

9.	Interpersonal Relationships
10.	Collaboration and Cooperation
11.	Positive Health
12.	Ethics and Values
13.	Problem Solving
14.	Emotional Intelligence Quotient
15.	Art Appreciation

I statements: Soft Skills

Syllabus in form of I Statements is presented as follows:

Soft Skills		I Statements
1.	Psychology of success	1. I know what success means to me 2. I know my role model 3. I can profile my identity (personal, professional and social)
2.	Being Sensitive	4. I can understand feelings of others 5. I believe that I am part of nature and I am responsible towards it 6. I am sensitive towards society
3.	Self-Awareness and Self-Acceptance	7. I know my strengths 8. I know my weaknesses and I try improve on them 9. I can criticize myself
4.	Self-Management	10. I know being organized saves time 11. I can get rid of bad habits 12. I can handle criticism
5.	Time Management	13. I can create checklists 14. I can prioritize 15. I can be punctual
6.	Smart Goal Setting	16. I can set realistic goals for myself 17. I can set goals for self-improvement 18. I can take responsibility of my goals and never blame anybody else for non-achievement
7.	Decision Making	19. I can take appropriate decisions considering current situations 20. I can take appropriate decisions at workplace 21. I can take responsibility of my decisions
8.	Being Flexible	22. I can be open to change 23. I will always be willing to listen to different opinions 24. I value team decisions
9.	Interpersonal Relationships	25. I can convince 26. I always try to understand viewpoints of others

Annexure 1: Job Readiness Program for Youth

		27. I appreciate different backgrounds of different people
10.	Collaboration and Cooperation	28. I can be a team player 29. I can contribute positively to the team for achieving common goal 30. I am ready to compromise to respect team spirit
11.	Positive Health	31. I will develop hobbies 32. I share my thoughts with family and friends 33. I can overcome negative thoughts
12.	Ethics and Values	34. I am responsible at workplace 35. I am committed to my work 36. I ensure that my outputs are of high quality
13.	Problem Solving	37. I try to figure out facts before forming any opinion 38. I can suggest alternate ways to resolve a problem 39. I plan to prevent a problem to recur
14.	Emotional Intelligence Quotient	40. I can describe my feelings 41. I can control my emotions 42. I am glad for others when good things happen to them
15.	Art Appreciation	43. I can appreciate artistic expression in daily life 44. I can appreciate visual art 45. I can appreciate performing art

c. Parity with International Standards

Curriculum for Soft Skills is at par with following national and international standards for Soft Skills and Life Skills.

- National Skills Qualification Framework: Employability and Entrepreneurship: MODULAR EMPLOYABLE SKILLS (MES) / SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS) Skills"
- Workplace Employability Skills (ARIZONA CTE CAREER PREPARATION STANDARDS & MEASUREMENT CRITERIA)
- City & Guilds: Skills for Work and Life
- European Qualification Framework

d. Learning Strategies

There has been a lot of research done at international level in internalization of soft skills including communication skills. Lot of emphasis has been given on self-actualization and self-development skills. Being sensitive to oneself, others, society and the nature is found to be the core competency in attaining soft skills.

In view of this, following strategies are adopted in designing syllabus of soft skills including communication skills:

- vi. Exposure to various situations from personal, professional and social life of an individual demonstrating use of soft skills as against lack of them.

Annexure 1: Job Readiness Program for Youth

- vii. Detailed analysis of situations so as to help learner relate to his/her own personal /professional /social life
- viii. Emphasis on being sensitive towards self, others, society and nature
- ix. Emphasis on workplace situations for fresher
- x. Focus on activities to help learners internalize and practice communication skills and soft skills