



B. Career Foundation Course

Unit-number	Unit Name	Sub-topics
1.	Introduction to Employability Skills	Importance of Employability Skills, Learning Employability Skills Online, Explore the Future of Work
2.	Becoming a Professional in the 21st Century	21st Century Employability Skills, Know Yourself, Behaviour and Attitude, Critical Thinking and Decision-Making, Time-Management in the Workplace, Problem-Solving
3.	Constitutional Values: Citizenship	Values and Ethics, Our Constitution: Guiding Principles, Protecting Our Environment
4.	Communication Skills	Communication, Verbal Communication: Speaking, Verbal Communication: Writing, Non-Verbal Communication, Practicing Effective Communication, Workplace Communication: Introduction, Effective Team Work, Managing Conflicts, Handling Criticism
5.	Diversity and Inclusion	Gender Stereotypes, Understanding Gender-Based Discrimination, Understanding Gender Equality, Diversity in the Workplace, Inclusion in the Workplace, Prevention of Sexual Harassment in the Workplace [POSH]
6.	Entrepreneurship	Introduction to Entrepreneurship, Entrepreneurial Mindset, Difference between Self-Employment and Entrepreneurship, Market Scan, Marketing in the 21st Century, Understanding Customer Needs, Selecting a Type of Business: Product or Service, Final Business Idea, Building Business Plan, Basic Legal Functions Needed for Any Business
7.	Financial and Legal Literacy	Introduction to Financial Management, Basics of Banking, Online Banking and Digital Transactions, Mobile Banking, Online Payments, Salary, Loans and Insurance, Legal Literacy