

Future Skills and Financial Literacy (VOC 178)

Course Objective

To prepare students for the evolving world of work by developing practical career skills, financial literacy, digital professionalism, and awareness of emerging income opportunities in the global digital economy.

Total course hours: 75

COURSE STRUCTURE

PART 1: COMMON FOUNDATION (45 HOURS)

MODULE 1: Understanding the Changing World of Work

Topics Covered

- How work has changed in the digital era
- Rise of remote work and gig economy
- Freelancing and creator economy
- Platforms like Fiverr, Upwork, LinkedIn
- Skill-based vs degree-based opportunities
- Global competition and digital careers

Learning Outcome

Students will understand how careers and workplaces are evolving globally.

MODULE 2: Career Discovery and Self-Assessment

Topics Covered

- Identifying strengths and interests
- Career pathways across sectors
- Understanding modern job roles
- Growth mindset and adaptability
- Goal setting and career planning
- Personal SWOT analysis

Learning Outcome

Students will gain clarity regarding career interests and future pathways.

MODULE 3: Workplace Readiness and Professional Skills

Topics Covered

- Professional communication
- Workplace etiquette and behaviour
- Teamwork and collaboration
- Time management
- Problem-solving and decision-making
- Email writing and professional interactions
- Interview basics and confidence building

Learning Outcome

Students will develop practical workplace and employability skills.

MODULE 4: Digital Productivity and AI-Assisted Work

Topics Covered

- Using AI tools in everyday work
- AI for presentations, writing, research and planning
- Smart digital workflows
- Productivity tools and automation
- Responsible use of AI in professional settings
- Personal branding in digital spaces

Learning Outcome

Students will learn to use digital and AI tools effectively in professional environments.

MODULE 5: Introduction to Financial Literacy

Topics Covered

- Understanding money and income
- Saving, budgeting and expenses
- Banking basics and digital payments
- Introduction to taxes
- Financial planning for young adults
- Understanding loans, debt and credit scores
- Avoiding scams and financial frauds

Learning Outcome

Students will gain foundational financial awareness for personal decision-making.

MODULE 6: Entrepreneurship and Independent Work

Topics Covered

- Freelancing fundamentals
- Building online profiles and portfolios
- Pricing services and managing clients
- Basics of entrepreneurship
- Content creation and monetization
- Networking and professional growth

Learning Outcome

Students will understand pathways for independent earning and entrepreneurship.

MODULE 7: Ethics, Responsibility and Digital Conduct

Topics Covered

- Digital identity and online reputation
- Ethical behaviour in workplaces
- Responsible AI and technology usage
- Cyber safety and privacy
- Misinformation and digital manipulation
- Professional accountability

Learning Outcome

Students will understand ethical and responsible participation in digital and professional environments.

PART 2: APPLIED & GAMIFIED LEARNING (30 HOURS)

COMPONENT 1: Career Simulations

Duration: 10 Hours Activities

- Mock workplace scenarios
- Team-based decision-making exercises
- Simulated client interactions
- Communication challenges
- Problem-solving tasks

COMPONENT 2: Financial Decision Simulations

Duration: 8 Hours Activities

- Budgeting games
- Salary allocation exercises
- Loan and EMI simulations
- Investment planning scenarios
- Scam detection exercises

COMPONENT 3: Freelancing & Portfolio Development

Duration: 6 Hours Activities

- Creating Fiverr/Upwork-style profiles
- Building portfolios
- Writing service descriptions
- Client communication
- Project proposal exercises

COMPONENT 4: Assessment & Reflection

Duration: 6 Hours

- Quizzes and practical tasks
- Scenario-based assessments
- Personal career roadmap
- Financial planning activity

LEARNING OUTCOMES

By the end of the course, students will be able to:

- Understand emerging career opportunities and workplace trends
- Develop workplace communication and professional skills
- Use digital and AI tools productively and responsibly
- Manage personal finances with greater awareness
- Explore freelancing and independent earning opportunities
- Make informed career and financial decisions
- Build confidence for participation in the global digital economy