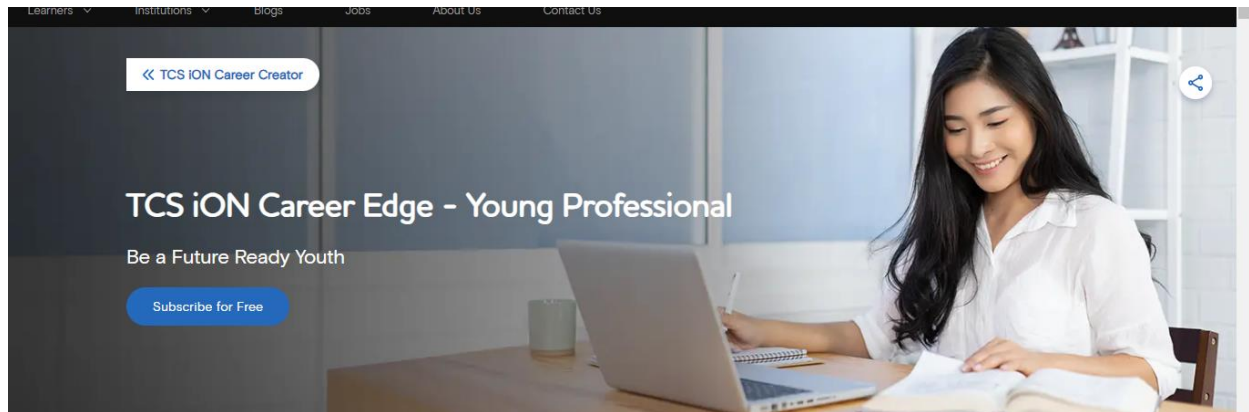


Government Degree College, Nandikotkur



Certificate Course on TCS-iON Career Edge-Knockdown the Lockdown- Young Professionals

CIRCULAR

Commissionerate of Collegiate Education, Govt. of AP

JKC - TCS iON Career Skills Course

Happy to share that Jawahar Knowledge Centre of Commissionerate of Collegiate Education in collaboration with Tata Consultancy Services (TCS) is offering **"Career Edge - Knockdown the Lockdown"**, a free Career Skills Course for all UG and PG Students. This is a self-paced, 2 weeks duration course offered in English medium for 24 hrs (12 hrs/week).

The student needs to dedicate just 2 hours per day over 2 weeks to learn diverse skills which prepare them for their career and gain the necessary skillsets demanded by industry. There will be an assessment and student will be given a certificate by TCS after completion of the course.

As per the instructions of the Hon'ble Special Commissioner of Collegiate Education, all the principals of the Degree Colleges are hereby instructed to register all students at your college into this course and guide them to receive the certificate.

1. Instruct all your faculty to take online classes on Friday and Saturday (28th & 29th Aug) only on this course and see that all the students register to this course.
2. A google spread sheet or Webform will be shared with the colleges by tomorrow evening to record the number of students registered and completed the course on daily basis.
3. The link for registration to the course is placed on CCE website www.apcce.gov.in


Academic Guidance Officer
Commissionerate of Collegiate Education


PRINCIPAL
Govt. Degree College
NANDIKOTKUR-518401
Kurnool (Dist.) A.P.

Course Syllabus

1

Module 01 - Communication Skills

Day 1: Communicate to Impress- Enhance Your Verbal and Non-Verbal Communication Skills

2

Module 02 - Presentation Skills

Day 2: Deliver Presentations with Impact- Learn how to Prepare and Make Engaging and Effective Presentations

3

Module 03 - Soft Skills

Day 3: Develop Soft Skills for the Workplace- Know the Importance of Soft Skills to Achieve Better Results

4

Module 04 - Career Guidance Framework

Day 4: Gain Guidance from Career Gurus- Receive Strategic Insights from TCS Business Experts to Make a Head Start in Your Career

5

Module 05 - Resume Writing

Day 5: Write a Winning Resume and Cover Letter- Understand How to Create a Strong Resume and Cover Letter

6

Module 06 - Group Discussion Skills

Day 6: Stay Ahead in Group Discussions- Know why Group Discussions are Conducted and Learn to Participate Actively

7

Module 07 - Interview Skills

Day 7: Ace Corporate Interviews- Understand how to attend and Excel in Corporate Interviews

8

Module 08 - Business Etiquette

Day 8: Learn Corporate Etiquette- Learn Common Business Etiquette Followed in a Corporate Setting

9

Module 09 - Effective Email Writing

Day 9: Write Effective Emails- Craft a Professional Email with Impactful Content and a Strong Subject Line

10

Module 10 - Telephone Etiquette

Day 10: Learn Corporate Telephone Etiquette- Understand Etiquette to be Followed During a Work Related Tele call

11

Module 11 - Accounting Fundamentals

Day 11: Understand Accounting Fundamentals- Understand the Principles and Concepts of Accounting with an Overview of Financial Statements

[12

Module 12 - IT Foundational Skills

Day 12: Gain Foundational Skills in IT- Develop Your Foundational IT Skills by Listening to TCS Tech Experts

13

Module 13 - Overview of Artificial Intelligence 1*(Source: NPTEL)

Day 13: Understand Artificial Intelligence (AI) - Part 1 (Source: NPTEL (National Programme on Technology Enhanced Learning))- Understand the History and Definition of AI and the Different Approaches to AI

14

Module 14 - Overview of Artificial Intelligence 2*(Source: NPTEL)

Day 14: Understand Artificial Intelligence (AI) - Part 2 (Source: NPTEL (National Programme on Technology Enhanced Learning))- Understand what are Agents Specifically Intelligent Agents and Rational Agents, the Concept of Bounded Rationality and Various Agent Architectures

15

Module 15 - Assessment

List of the registered students

<u>S.No</u>	Name of the Student	Group & Year	Email Id
1	MAHESHBABU BOYA	MPCS II	maheshboya21@gamil.com
2	MAJJARI HARI MADHU	MPCS II	harimadhu30hm@gamil.com
3	YASWANTH DAVANI	<u>B.COM</u> CA	davaniaswanth222@gmail.com
4	SIRIGIRI SHIVA	BA HEP I	shivasirigirili143@gmail.com
5	KRISHNA VENI A	BA HEP III	krishnavenia156@gmail.com
6	HARI KRISHNA M	MPCS III	mallepoguhari143128@gmail.com
7	VARA PRASAD	MPCS III	satyamokshya@gmail.com
8	U MAHESH	<u>B.COM</u> CA III	maheshupera99@gmail.com
9	MAHESH BABU J	BZC III	maheshj143@gmail.com
10	UMA MAHESH	BZC III	maheshu1990@gmail.com
11	CHAITHANYA VIDATHA KUMAR	BZC III	gdcndk10@gmail.com
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13	EZRAA SASHTRI	MPCS III	ezrasastri12345@gmail.com
14	AMEER BASHA P	BA III	ameerbashap786@gmail.com
15	JAMEEL BASHA	MPCS II	jameelbasha884@gmail.com
16	MALLIKARJUNA REPALLE	BCOM III	ndkgdc11@gmail.com
17	MD RAFI	BCOM III	ndkgdc12@gmail.com
18	SANDYA RANI SANDYAPOGU	BCOM III	ndkgdc13@gmail.com
19	KEDEM SARITHA	BCOM III	ndkgdc14@gmail.com
20	SANKEERTHI RAYAPAKULA	BCOM III	ndkgdc15@gmail.com
21	VENKATARAMANA ADANAGALLA	BCOM III	ndkgdc16@gmail.com
22	BERI VAMSI	BCOM III	ndkgdc17@gmail.com
23	DIMMIKESWARI VADDE	BZC II	dimmikeswai@gmail.com
24	KHAJA HUSSAIN	BZC II	khajahussain171310@gmail.com
25	SUDHEER PAGADAM	MPC II	pagadamsudhee321@gmail.com
26	VIJAYA KUMAR KALUMURU	BCOM II	kalumurivijaykuma@gmail.com
27	PRAVEEN KUMAR SANA	BCOM II	sanapraveen9600@gmail.com
28	ASHOK ADANAGALLA	BCOM II	adanagalla70@gmail.com
29	SIVA KUMAR TURPATI	BZC II	ndkgdc18@gmail.com
30	SHALU PINJARI	MPCs II	shalusunnyak47@gmail.com


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 NANDIKOTKUR-518401
 Kurnool (Dist.) A.P.

List of the registered students with signatures

Government Degree College, Nandikotkur List of the students registered for TCS-iON-Career Edge

S.No	Name of the Student	Group & Year	Email Id	Signature of the student
1	MAHESHBABU BOYA	MPCS II	maheshboya21@gmail.com	Mahesh babu
2	MAJJARI HARI MADHU	MPCS II	harimadhu30hm@gmail.com	M. Madhu
3	YASWANTH DAVANI	B.COM CA II	davaniaswanth222@gmail.com	Yaswanth Davani
4	SIRIGIRI SHIVA	BA HEP I	shivasirigirili143@gmail.com	S. Shiva
5	KRISHNA VENI A	BA HEP III	krishnavenia156@gmail.com	A. Krishna Veni
6	HARI KRISHNA M	MPCS III	mallepoguhari143128@gmail.com	M. Hari Krishna
7	VARA PRASAD	MPCS III	satyamokshya@gmail.com	Vara Prasad
8	U MAHESH	B.COM CA III	maheshupera99@gmail.com	U. Mahesh
9	MAHESH BABU J	BZC III	maheshj143@gmail.com	J. Mahesh Babu
10	UMA MAHESH	BZC III	maheshu1990@gmail.com	U. Mahesh
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14	AMEER BASHA P	BA III	ameerbashap786@gmail.com	P. Ameer Basha
15	JAMEEL BASHA	MPCS II	jameelbasha884@gmail.com	J. Basha
16	MALLIKARJUNA REPALLE	BCOM III	ndkgdc11@gmail.com	R. Mallikarjun
17	MD RAFI	BCOM III	ndkgdc12@gmail.com	M.D. Rafi
18	SANDYA RANI SANDYAPOGU	BCOM III	ndkgdc13@gmail.com	S. Sandya Rani
19	KEDEM SARITHA	BCOM III	ndkgdc14@gmail.com	K. Saritha
20	SANKEERTHI RAYAPAKULA	BCOM III	ndkgdc15@gmail.com	R. Sankeerthi
21	VENKATARAMANA ADANAGALLA	BCOM III	ndkgdc16@gmail.com	A. Venkataramana
22	BERI VAMSI	BCOM III	ndkgdc17@gmail.com	Beri Vamsi
23	DIMMIKESWARI VADDE	BZC II	dimmikewai@gmail.com	V. Dimmikewari
24	KHAJA HUSSAIN	BZC II	khajahussain171310@gmail.com	K. Hussain
25	SUDHEER PAGADAM	MPC II	pagadamsudhee321@gmail.com	P. Sudheer
26	VIJAYA KUMAR KALUMURU	BCOM II	kalumurivijaykuma@gmail.com	K. Vijaya Kumar
27	PRAVEEN KUMAR SANA	BCOM II	sanapraveen9600@gmail.com	A. Ashok
28	ASHOK ADANAGALLA	BCOM II	adanagalla70@gmail.com	A. Adanagalla
29	SIVA KUMAR TURPATI	BZC II	ndkgdc18@gmail.com	Shiva Kumar
30	SHALU PINJARI	MPCS II	shalusunnyak47@gmail.com	P. Shalu

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Kurnool (Dist.) A.P.

Assessment Method

This course includes associated videos, case studies and self-paced e Learning content as the learning methods. You can go through the videos and the content. This course can be completed across 15 days.

There is an online assessment at the end of each module, except Gain Guidance from Career Gurus, Gain Foundational Skills in IT, Understand Accounting Fundamentals and Understand Artificial Intelligence (Part 1 and Part 2). In addition, there is an end-of-course assessment which has to be completed.

Students will get a verified certificate on completing all the mandatory requirements as indicated in the course introduction.

This course provides a verified certificate which assures that you have completed the recommended course material and the related assessments. The assessment is objective type only

List of the course completed students

<u>S.No</u>	Name of the Student	Group & Year	Email Id
1	MAHESHBABU BOYA	MPCS II	maheshboya21@gamil.com
2	MAJJARI HARI MADHU	MPCS II	harimadhu30hm@gamil.com
3	YASWANTH DAVANI	B.COM CA	davaniaswanth222@gmail.com
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5	VARA PRASAD	MPCS III	satyamokshya@gmail.com
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7	ASHOK ADANAGALLA	BCOM II	adanagalla70@gmail.com


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Sample Certificate



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Certificates of the course completed students





Certificate of Achievement

Congratulations!

YASWANTH DAVANI

for successfully completing
TCS iON Career Edge - Young Professional
a course that covers

Communication Skills | Presentation Skills | Soft Skills | Career Guidance Framework | Resume Writing
| Group Discussion Skills | Interview Skills | Business Etiquette | Effective Email Writing | Telephone
Etiquette | Accounting Fundamentals | IT Foundational Skills | Overview of Artificial
Intelligence*(Source: NPTEL)

Start Date: 29 Aug 2020

End Date: 02 Oct 2020

Mehul Mehta

Mehul Mehta
Global Delivery Head - TCS iON,
Tata Consultancy Services

TCS iON
Career Edge



Certificate of Achievement

Congratulations!

KRISHNAVENI A

for successfully completing
TCS iON Career Edge - Young Professional
a course that covers

Communication Skills | Presentation Skills | Soft Skills | Career Guidance Framework | Resume Writing
| Group Discussion Skills | Interview Skills | Business Etiquette | Effective Email Writing | Telephone
Etiquette | Accounting Fundamentals | IT Foundational Skills | Overview of Artificial
Intelligence*(Source: NPTEL)

Start Date: 29 Aug 2020

End Date: 14 Sep 2020

Mehul Mehta

Mehul Mehta
Global Delivery Head - TCS iON,
Tata Consultancy Services

TCS iON
Career Edge





Certificate of Achievement

Congratulations!

varaprasad t

for successfully completing
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a course that covers

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| Group Discussion Skills | Interview Skills | Business Etiquette | Effective Email Writing | Telephone
Etiquette | Accounting Fundamentals | IT Foundational Skills | Overview of Artificial
Intelligence*(Source: NPTEL)

Start Date: 29 Aug 2020

End Date: 02 Oct 2020

Mehul Mehta

Mehul Mehta

Global Delivery Head - TCS iON,
Tata Consultancy Services



Career Edge



CERTIFIED

Cert ID: 119854-10262934-1016
Date: 01 Jul 2021



Certificate of Achievement

Congratulations!

jameel bhasha

for successfully completing
TCS iON Career Edge - Young Professional
a course that covers

Communication Skills | Presentation Skills | Soft Skills | Career Guidance Framework | Resume Writing
| Group Discussion Skills | Interview Skills | Business Etiquette | Effective Email Writing | Telephone
Etiquette | Accounting Fundamentals | IT Foundational Skills | Overview of Artificial
Intelligence*(Source: NPTEL)

Start Date: 29 Aug 2020

End Date: 02 Oct 2020

Mehul Mehta

Mehul Mehta

Global Delivery Head - TCS iON,
Tata Consultancy Services



Career Edge



CERTIFIED

Cert ID: 119854-10263559-1016
Date: 01 Jul 2021



Certificate of Achievement

Congratulations!

Ashok Adanagalla

for successfully completing
TCS iON Career Edge - Young Professional
a course that covers

Communication Skills | Presentation Skills | Soft Skills | Career Guidance Framework | Resume Writing
| Group Discussion Skills | Interview Skills | Business Etiquette | Effective Email Writing | Telephone
Etiquette | Accounting Fundamentals | IT Foundational Skills | Overview of Artificial
Intelligence*(Source: NPTEL)

Start Date: 03 Sep 2020

End Date: 02 Oct 2020

Mehul Mehra

Mehul Mehra

Global Delivery Head - TCS iON,
Tata Consultancy Services



CERTIFIED

Cert ID: 119854-10550063-1016
Date: 01 Jul 2021

Deelkesh
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Kurnool (Dist.) A.P.