

Value Added Course - Academic Year 2016-2017

1. Objectives

The objectives of the program are

- To facilitate value, add training to students of degree courses so that they are empowered with relevant knowledge and skills to excel in their career
- To provide experiential training so as to provide students a thorough understanding of the concept
- To provide placement support by organizing campus recruitment drives

2. Executive Summary

The Training and Development program is designed with the main objective of facilitating a seamless transition from campus to corporate. The idea of the proposal is to facilitate a holistic development program to students of all levels at an affordable price. The key points of the proposal are as follows:

The training program includes Communication Skills, Aptitude (CRT/BPO), Knowledge Building, Competency Building and MS Excel.

- First Year -55 hours
- Second Year - 57 hours
- Final Year- 34 hours and placement drives
- The placement co-ordination team is responsible in ensuring maximum Companies come for campus placement and also corporate are aware of Seshadripuram College and its credentials and quality of students.

The training program plan is as follows:

Semester 1	Duration	Semester 2	Duration
Orientation	4 hrs	Competency Building	10 hrs
Communication , Knowledge Building, Aptitude	21 hrs	Communication, Knowledge building, Aptitude	12 hrs
Grand Finale Activity	4 hrs	Super Biz Hero Activity	4 hrs
Total	29 hrs	Total	26 hrs
Semester 3	Duration	Semester 4	Duration
Communication , Knowledge Building, Aptitude	21 hrs	Communication, Knowledge Building, Aptitude	21 hrs
Mr.& Ms Corporate	4 + 4 hrs	MS office	8 hrs

Event			
Total	29 hrs	Total	29 hrs
Semester 5	Duration	Semester 6	
Aptitude and MS excel	20 hrs (12+8)	Campus recruitment Drives	
Placement readiness training	10 hrs		
Mock Job Fair Activity	4 hrs		
Total	34 hrs		

3. New Features of the program

1. Pre Training assessment, Mid assessment and Post Training assessment Tests
2. Online Aptitude tests
3. Work book
4. Grand Finale Activities at the end of each year with prizes to winners
5. Certificates for MS Excel and Public Speaking

4. Program Details

- **Training and Development** shall mean communication skills, Aptitude, Knowledge building, Competency Building and XL training programs delivered by members of EduLearning. The program will cater to students of all batches of Under Graduates. All topics are related to career development.
- **Placement Co-ordination Team** shall mean a team responsible for attracting corporate to hire from Seshadripuram colleges. The team will have to bring in at least 25 corporate companies in total to hire from both undergraduate and post graduate final year classes.

Training Curriculum

First Semester

Program Name	Topics	Duration	Learning Outcome
Orientation Program	<ol style="list-style-type: none"> 1. How to plan your next 3 years 2. Self awareness 3. Study skills and Resource Utilization 	4hrs	Will get an understanding of their strengths and weaknesses Will chart out a plan for their career Will pay attention to etiquette and behaviour

	4. Etiquette		
Communication Competence	<ol style="list-style-type: none"> 1. Public speaking 2. Debating skills 3. Reporting skills 4. Team activities 5. Listening skills 6. Role play activities 7. Reading skills 8. Case studies 	20 hrs	<p>Demonstrate confidence in addressing a group of people</p> <p>Will apply the concept of clarity while Communicating with people</p> <p>Will apply the concepts of public speaking</p> <p>Will demonstrate better comprehension skills</p> <p>Will apply analytical skills to solve cases</p>
Grand Finale	Competition Event	4 hrs	Demonstrate confidence in speaking and facing the audience

Second Semester

Program Name	Topics	Duration	Learning Outcome
Competency Building	<ol style="list-style-type: none"> 1. How to develop your competence/ personal effectiveness 2. First impression: Personal grooming, body language and etiquette 3. Conflict Management and building relationships 4. Problem solving and decision making 5. Being creative and innovative 6. Personal standards 7. Smart Thinking 8. Speed reading 9. Memory techniques 10. Be a leader 	10 hrs	<p>Become aware of the concept development of competency</p> <p>Endeavour to upgrade skills and knowledge</p> <p>Demonstrate appropriate body language, appearance and etiquette</p> <p>Apply the concept of problem solving to resolve issue and make decisions</p> <p>Demonstrate creative thinking and higher level of personal standards</p> <p>Scale up their overall performance</p>
Knowledge Building	<ol style="list-style-type: none"> 1. Mutual Fund 2. Stocks and shares 3. Derivatives 4. Supply chain 	10 hrs	Become aware of current most -discussed topics

	management 5. Import Export 6. FDI 7. GST 8. Search Engine Marketing 9. Social Networking & Importance 10. Post Industrial Society 11. Corporate Social Responsibilities 12. Task Management 13. Quality Management 14. Ecommerce 15. Digital Marketing For BCA 1. iOS 2. Android 3. Cloud Computing 4. Social Media 5. SDLC 6. Internet of Things 7. Digital Marketing 8. Artificial Intelligence 9. Machine learning 10. E Commerce technology 11. System security 12. Ethical Hacking 13. Open source projects 14. Network 15. HADOOP		Demonstrate more confidence in speaking Apply knowledge to solve problems Will speak more confidently in placement group discussions and interviews
Grand Finale	Super Biz hero	4 hrs	

Third Semester

Program Name	Topics	Duration	Learning Outcome
Aptitude	Quantitative, Logical Numerical aptitude Data Interpretation	20 hrs	Demonstrate improved analytical skills Apply quick techniques to solve numerical problems Demonstrate improved

	Verbal Ability		performance in solving placement papers
Mr. & Ms. Corporate Event	4 hrs of corporate etiquette, and communication 4 hrs of activity	8 hrs	Demonstrate appropriate body language, etiquette and communication style

Fourth Semester

Program Name	Topics	Duration	Learning Outcome
Aptitude	Quantitative, Logical Numerical aptitude Data Interpretation Verbal Ability	20 hrs	Demonstrate improved analytical skills Apply quick techniques to solve numerical problems Demonstrate improved performance in solving placement papers
MS office	MS Word, PowerPoint and basics of MS Excel	8 hrs	

Fifth Semester

Program	Topics	Duration	Learning outcome
Corporate Readiness	Thinking globally Adaptability to change Strategic Thinking Lateral Thinking Lean management Self-Learning Business process in corporate Mooc	8 hrs.	Will be equipped with concepts of corporate practice, culture and thinking. Apply the concepts and adopt appropriate global outlook. Demonstrate change in personal image.
Placement	Aptitude Resume Building	30 hrs.	To be able to crack Aptitude tests and clear corporate GD

Readiness Training	Group Discussion Personal Interview Panel Interview		& PI
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Program Name	Topics	Duration	Learning Outcome
Placement Readiness	Resume writing, Mock Group discussion and Mock Interviews Mock Job Fair	14 hrs.	Build confidence to face interviews Apply the techniques to answer interview questions and participate in GD
MS Excel Advanced	Protecting your data Workbook linking Data consolidation Range names Functions <i>Introduction to system defined functions</i> <i>Date & Time Functions</i> <i>Math & Trig Functions</i> <i>Logical Functions</i> <i>Working with PivotTables Part- I</i> <i>Working with PivotTables - Part II</i> <i>Analyzing and Organizing Data</i> <i>Working with Macros Part - I</i> <i>Working with Macros Part - II</i> <i>Chart Data Techniques</i> <i>Working with the Web and External Data</i>	8 hrs	Build complex calculations with advanced functions Link, export and consolidate data. Limit data entry and build complex models with Lookup functions Ability to work with Financial Modelling Analyze data with simple PivotTables and Pivot Charts for Data Analytics Create and modify Macros and What-If-Analysis for Business Analytics