

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, HYDERABAD

6 April 2020

NOTICE

The University negotiated with the TCS-IoN and succeeded in convincing them to offer the 15-day online course free of cost to get the students of the English and Foreign Languages University industry-ready.

The course comprises modules on communication, presentation skills, and behavioural skills. The course will also train students in resume writing, group discussion skills, and interview skills to help them gain competitive edge. The course will be delivered through nano-tutorial videos, case studies, and a number of other student-centred, discovery-based learning activities. There will be periodic formative assessment tasks to ensure that the course objectives are met, and to help students improve their learning strategies. A highlight of the course is webinars by TCS experts, who will share their industry experience and insights with the students. There is an end-of-course assessment, and successful students will receive a certificate from TCS -IoN.

Course Syllabus

This course comprises the following modules:

01MODULE

DAY 1: Communicate to Impress

Enhance your verbal and non-verbal communication skills

Recommended Learning Duration: 2 Hours

02MODULE

DAY 2: Deliver Presentations with Impact

Learn how to prepare and make engaging and effective presentations

Recommended Learning Duration: 2 Hours

03MODULE

DAY 3: Develop Soft Skills for the Workplace

Know the importance of soft skills to achieve better results

Recommended Learning Duration: 2 Hours

04MODULE

DAY 4: Gain Guidance from Career Gurus

Receive strategic insights from TCS business experts to make a head start in your career

Recommended Learning Duration: 1 Hour

05MODULE

DAY 5: Write a Winning Resume and Cover Letter

Understand how to create a strong resume and cover letter

Recommended Learning Duration: 2 Hours

06MODULE

DAY 6: Stay Ahead in Group Discussions

Know why group discussions are conducted and learn to participate actively

Recommended Learning Duration: 2 Hours

07MODULE

DAY 7: Ace Corporate Interviews

Understand how to attend and excel in corporate interviews

Recommended Learning Duration: 2 Hours

08MODULE

DAY 8: Learn Corporate Etiquette

Learn common business etiquette followed in a corporate setting

Recommended Learning Duration: 2 Hours

09MODULE

DAY 9: Write Effective Emails

Craft a professional email with impactful content and a strong subject line

Recommended Learning Duration: 2 Hours

10MODULE

DAY 10: Learn Corporate Telephone Etiquette

Understand etiquette to be followed during a work related telecall

Recommended Learning Duration: 2 Hours

11MODULE

DAY 11: Understand Accounting Fundamentals

Understand the principles and concepts of accounting with an overview of financial statements

Recommended Learning Duration: 1 Hour 30 Minutes

12MODULE

DAY 12: Gain Foundational Skills in IT

Develop your foundational IT skills by listening to TCS tech experts

Recommended Learning Duration: 1 Hour

13MODULE

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

Recommended Learning Duration: 1 Hour

14MODULE

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

Recommended Learning Duration: 1 Hour

DAY 15: Assessment

All students are therefore advised to make use of this opportunity and enrol in large numbers. Visit <https://learning.tcsionhub.in/courses/career-edge/> and register **on or before 15 April 2020**.

This has the approval of the Hon'ble Vice Chancellor.

REGISTRAR I/c