



Training & Placement Cell

Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date – November 07, 2019

NOTICE

Subject: Hone your Career Skills (Career Skill Course for Students)

TCS iON, a strategic business unit of Tata Consultancy Services focused on developing digital solutions for the education sector, has recently joined hands with AICTE to develop a custom curated, 20-hour long, free career skills course that will help students hone basic skills considered essential in today's job market. The intent is to ensure that students who are looking to build a career in the corporate world get the right guidance in the form of an online training programme to raise their employability quotient.

This course is available free of cost to all the students of AICTE approved colleges. Students will be able to access this course anytime, anywhere and on any device. It will be available throughout the duration of your degree curriculum and can be taken multiple times so that students can continuously work on their skills.

The course will cover topics such as:

- Corporate Etiquette,
- Resume Writing,
- Effective email Writing,
- Impactful Presentations,
- Interpersonal Skills,
- Group Discussion
- Interview Skills,
- IT Awareness Skills, etc.

Those who are interested for above mentioned course of 20 hrs which is free of cost, are requested to register their name with T & P Cell and obtained further course of action / link for registration.

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Copy to:

- Vice -Chancellor
- Pro Vice-Chancellor
- Registrar
- Respective Notice Board/s

ANIL MISHRA
(Training & Placement Officer)
9303208503