

**ANDHRA CHRISTIAN COLLEGE :: GUNTUR**  
**(Day, Evening & P.G.)**  
**NOTICE**

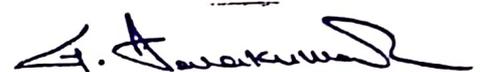
Date : 16.07.2019

All the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year B.A. students are hereby informed to submit their names for the certificate course on "**SOFT SKILLS FOR CAREER DEVELOPMENT**" for the academic year **2019-20** to the H.O.D., Department of English, Guntur on or before 30.07.2019. The Course will commence from 16.08.2019 and the duration of the course is 30 days.



**H.O.D.**

**Dept of English**



**PRINCIPAL**  
**ANDHRA CHRISTIAN COLLEGE**  
**GUNTUR**

**Copy to:**

3. The Co-ordinator, IQAC, Andhra Christian College.
4. The Office Manager, Andhra Christian College.

# ANDHRA CHRISTIAN COLLEGE :: GUNTUR

## Department of English Certificate Course on SOFT SKILLS FOR CAREER DEVELOPMENT 2019 -2020

### Objectives for Soft Skills of Career Development :

- 1) Enhance problem solving and critical thinking
- 2) Teach Time Management
- 3) Teach techniques for stress management
- 4) Improve presentation
- 5) Cultivate leadership and Management

### Course Syllabus

#### UNIT.I.

##### Introduction to Soft Skills :

- a) Definition and importance of Soft Skills
- b) Difference between hard skills and soft skills
- c) Role of soft skills in career development

#### UNIT. II.

##### Time Management and Organizational

- a) Periodization and goal setting
- b) Planning and scheduling
- c) Stress Management Techniques

#### UNIT. III.

##### Interview and Job Search

- a) Resume and cover letter writing
- b) Preparing for job interviews
- c) Common interview questions and answers

**UNIT. IV.**

**Technology and Digital Literacy**

- a) Social media etiquette
- b) Cyber Security awareness
- c) The role of technology in career development

**COURSE SCHEDULE**  
**SOFT SKILLS FOR CAREER DEVELOPMENT**  
**(30 hours)**

<b>Sl. No</b>	<b>TOPIC</b>	<b>HOURS</b>
<b>1</b>	Introduction to Soft Skills	<b>8</b>
<b>2</b>	Time Management and Organizational Goals	<b>8</b>
<b>3</b>	Interview and Job search	<b>7</b>
<b>4</b>	Technology and Digital Literacy	<b>7</b>



**Andhra Christian College :: Guntur**  
**Department of English**  
**Certificate course in**  
**Soft Skills for Career Development**

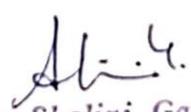
2019-2020

Sl. NO	Name of the Student.	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1	V. Raja Lakshmi	X	X	X	a	X	X	X	X	X	X	X	X	X	X	a
2	K. Santhi	X	X	X	X	X	a	X	X	X	a	X	X	X	X	X
3	M. Reja	X	X	X	X	X	X	X	a	X	X	X	a	X	X	X
4	G. Gopi	X	X	a	X	X	X	X	X	X	X	X	a	X	X	X
5	Y. Prabhavathi	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
6	V. Divya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	B. Moulika	X	X	X	a	a	X	X	X	X	X	X	i	X	X	X
8	J. Ramu	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X
9	Slc. Asha	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
10	Ch. Sai Krishna	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
11	B. Hemalatha	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
12	> Saagar Bahu	X	X	X	a	X	X	X	X	X	X	a	X	X	X	X

12.	Z. Sagar Babu.	X	X	X	a	X	X	X	X	X	a	X	X	X	X
13.	T. Deepika	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	G. Surya Prakash	X	X	X	a	X	X	X	X	X	X	X	a	X	X
15.	M. Mastan	X	X	X	X	a	X	X	X	X	X	X	X	X	X
16.	SK. Riyaz	X	X	X	a	X	X	X	a	X	X	X	X	X	X
17.	M. Vijaya Raja Sekhar	X	X	X	a	X	X	X	X	X	X	X	X	X	X
18.	V. Kishan Raja	X	X	X	X	X	a	X	X	X	X	X	X	X	X
19.	Y. Amulya.	X	X	X	a	X	X	X	X	a	X	X	X	X	X
20.	K. Prabhanjan	X	X	X	X	a	X	X	X	X	X	a	X	X	X
21.	A. Rahul Naga Venkata Sai	X	X	a	X	X	X	X	X	X	X	X	a	X	X
22.	John Thomas	X	X	X	a	X	X	X	X	X	X	X	X	X	X
23.	G. Abhishek Raju	a	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	Ch. Vardhan.	X	X	X	a	X	X	X	X	X	X	X	X	X	X
25.	D. Annamayya.	X	a	X	X	X	X	X	X	X	a	X	X	X	X

26.	N. Naga Thrish	x	x	x	x	x	x	x	x	x	a	x	x	x	x
27.	R. Satya Vani.	a	x	x	x	a	x	x	x	x	x	x	x	a	x
28.	S.K. Mahesh.	x	x	x	x	x	x	x	x	a	x	x	x	x	x
29.	V. Jaswanth Kumar.	x	x	a	a	x	x	x	x	x	x	a	x	x	x
30.	A. Bharath.	a	x	x	x	x	a	x	x	x	x	x	x	x	x
31.	M. Sai Mutiyala.	x	a	x	x	x	x	x	x	x	a	x	x	x	x
32.	R. Ranuj.	x	x	x	x	a	x	x	a	x	x	x	a	a	a
33.	R. Naga Jyothi	x	x	a	x	x	x	x	x	x	x	x	x	a	x
34.	V. Venkatesh	x	x	x	x	a	x	x	x	x	x	a	a	x	x
35.	M. Venkatesh.	x	x	x	x	a	x	x	a	x	x	x	a	x	x
36.	K. Bujji-Babu.	a	x	x	x	x	x	x	x	x	x	x	x	a	x
37.	P. Siva Kumar.	x	x	x	x	a	x	x	x	x	x	x	x	x	x
38.	K. Raju.	x	x	a	x	x	x	x	a	x	x	x	x	x	x
39.	V. Ratnakar.	x	a	x	x	x	a	x	x	x	x	x	x	x	x
40.	M. Pedarayudu.	x	x	x	x	x	a	x	x	x	x	x	x	x	x
41.	M. Ganesh.	x	x	a	x	x	x	x	x	x	x	a	x	x	x

41.	M. Ganesh.	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x
42.	B. Ganesh Babu.	x	l	a	x	x	+	x	a	x	x	x	x	x	x	x	x	x
43.	K. Lakshmi Narayana.	x	a	a	x	x	+	+	+	x	x	x	a	x	x	x	x	x
44.	M. Chaitanya Naik.	x	x	x	x	x	+	+	+	+	x	a	x	x	x	x	x	x
45.	N. Anji.	a	x	x	x	x	+	+	+	x	x	x	x	a	x	x	x	x
46.	K. Jyotsna.	x	x	x	x	x	+	+	a	x	a	x	x	x	a	x	x	x
47.	K. Prana Kumar.	x	x	x	x	x	+	+	a	x	a	x	x	x	x	x	x	x
48.	D. Pavan Kumar.	x	+	+	+	+	+	+	+	x	x	x	x	x	x	x	x	x
49.	V. Jeevan Jyothi.	x	a	+	+	+	+	+	a	a	x	x	x	x	x	x	x	x
50.	V. Prem Sagar.	x	x	x	x	x	+	+	x	x	x	x	a	x	x	x	x	x

  
 Anna Shalini. Garapati,  
 Head, Dept. of English,  
 Andhra Christian College.

*(Handwritten scribble)*

“Ye shall know the Truth and the Truth shall set you free”

# Andhra Christian College::Guntur

(Day, II Shift & P. G.)

Accredited with A-grade by NAAC



Estd. 1885

## CERTIFICATE

*This is to certify that Mr. / Ms. \_\_\_\_\_,*

*Class \_\_\_\_\_, Regd. No. \_\_\_\_\_ has participated and successfully completed Certificate Course in **Soft Skills for Career Development** conducted by the Department of English from 16-08-2019 to 02-09-2019 and obtained Grade \_\_\_\_\_.*

*Coordinator*

*Principal*