ABOUT THE COURSE

COURSE NAME:	Career Readiness Program
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

Table 1	
OVERALL COURSE OBJECTIVE:	1. Reinforcing the foundational skills of Microsoft Office 365, ensuring participants are well-versed with the tools required for entry-level roles. 2. Learn the application of soft skills development to enhance workplace communication and professional presence. 3. Gain proficiency in building rapport and effectively communicating ideas in professional settings. 4. Preparing for interviews with techniques for answering questions, showcasing strengths, and leaving a positive impression. 5. practice on Microsoft Excel, learning key features like data analysis, pivot tables formulas, and visualization to address real- world tasks.

LEARNING OUTCOME:	1. Demonstrate proficiency in using Excel for data management, Word for documentation, and PowerPoint for presentations to support workplace productivity. 2. Create and deliver impactful introductions to enhance personal and professional presence. 3. Develop communication strategies to foster meaningful conversations and write professional emails with clarity and influence. 4. Design and convey a personal brand effectively through professional communication and interview skills. 5. Apply learned Microsoft Office 365 skills to real-world business problems through collaborative project-based learning. 6. Validate proficiency in Microsoft Office 365 tools,

		communication skills, and problem-solving abilities through final assessments and certification		

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL. NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURA TION (HRS)
1	Microsoft Office 365 Fundamentals	Overview of key Microsoft Office 365 tools (Excel, Word, and PowerPoint). Focus on essential skills required for entry-level IT, ITeS, and other industry roles.	Demonstrate proficiency in using Excel for data management, Word for documentation, and PowerPoint for presentations to support workplace productivity.	8
2	Express to Impress	Crafting impactful introductions and presenting oneself effectively. Videos and practitioner-led examples from HCLTech, followed by classroom practice sessions.	Create and deliver impactful introductions to enhance personal and professional presence.	6
3	Communicatio n Essentials	Audience engagement strategies, meaningful conversations, and email etiquette. Structuring powerful questions and conveying branding messages effectively.	Develop communication strategies to foster meaningful conversations and write professional emails with clarity and influence.	6
4	Personal Branding and Articulation	Exploring personal branding, ideation of branding messages, and articulating ideas effectively. Introduction	Design and convey a personal brand effectively through professional communication and	8

		to interview preparation techniques.	interview skills.	
5	Practical Applications with M365	Hands-on practice with Microsoft Excel and solving business problems. Squad-based collaboration to develop projects evaluated by HCLTech faculty.	Apply learned Microsoft Office 365 skills to real-world business problems through collaborative project-based learning.	12
6	Final Assessment and Certification	Individual online assessments on skills acquired throughout the program. Evaluated projects and certification from HCLTech and Microsoft.	Validate proficiency in Microsoft Office 365 tools, communication skills, and problem-solving abilities through final assessments and certification.	5

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES			
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**Performance Criteria**	**USE CASES**
Demonstrate proficiency in using Microsoft Office 365 tools (Excel, Word, PowerPoint).	Practical assignments and final assessment tests on Office 365 tools.	Perform data analysis, create formatted documents, and deliver impactful presentations using Office 365 tools.	Preparing a business presentation and financial analysis report.
Develop impactful self-introduction and personal branding skills.	Classroom practice sessions and recorded video	Deliver a concise and compelling self-introduction and personal branding	Presenting a professional pitch for job interviews or networking

	presentations.	message.	events.
Create and sustain meaningful professional conversations.	Role-playing exercises and peer feedback evaluations.	Use structured questions and active listening to engage audiences effectively.	Hosting a professional meeting or initiating client conversations.
Write professional emails with clarity and influence.	Email drafting exercises with real-world scenarios and rubric evaluation.	Construct clear and purpose-driven emails with proper structure and etiquette.	Writing a follow-up email after a client meeting or job interview.
Apply learned Microsoft Office 365 skills to solve business problems.	Squad-based project submissions evaluated using provided rubrics.	Collaborate effectively, use Office 365 tools, and submit innovative business problem solutions.	Designing a collaborative Excel sheet for team task management or creating a business plan with Word and PowerPoint.
Design and articulate personal branding messages effectively.	Personal branding presentations evaluated using structured rubrics.	Create and present a branding statement that aligns with career goals and professional aspirations.	Presenting a personal branding pitch to potential employers or stakeholders.
Demonstrate interview readiness and effective articulation of	Mock interview sessions with feedback and rubric-based evaluation.	Answer interview questions confidently and convey ideas clearly and effectively.	Participating in a mock interview for an entry-level IT role or presenting project ideas in a

ideas.			team meeting.
Validate Microsoft Office 365 skills and problem-solving abilities through final assessments.	Individual online assessments on practical applications and skills tests.	Solve real-world tasks using Office 365 tools with accuracy and efficiency.	Completing a timed task in Excel to create a pivot table and analyze financial data.
Foster teamwork and collaborative problem-solving skills.	Group project submissions and peer collaboration evaluations.	Work collaboratively to develop and deliver well-structured project outputs.	Collaborating with a squad to design an effective workflow tracker in Excel and PowerPoint.
Deliver impactful presentations using PowerPoint and effective communication techniques.	Presentation evaluations based on clarity, engagement, and technical accuracy.	Create and deliver presentations that are visually engaging, professionally structured, and content rich.	Presenting a marketing strategy for a hypothetical product launch using PowerPoint.

TABLE 4: LIST OF FINAL PROJECTS (PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME)	
SL.NO	**FINAL PROJECT**
1	Professional Communication with Data Presentation
2	Crafting a Business Proposal
3	Customer Feedback Analysis
4	Personal Branding Dashboard
5	Email Campaign Performance Report

6	Mock Interview Data Summary
7	Sales Performance Dashboard
8	Team Collaboration and Task Assignment
9	Marketing Insights and Action Plan
10	GDPR Compliance Report

TABLE 5: COURSE ASSESSMENT RUBRICS (TOTAL MARKS: 75)

ASSESSMENT CRITERIA	Learning Outcome	Fair (1–5)	Good (6–10)	Excellent (11–15)	TOTAL MARKS
Proficiency in Microsoft Office 365 Tools	Demonstrate proficiency in using Microsoft Office tools for various tasks.	Limited use of tools with minimal functionality and formatting.	Moderate application of tools with reasonable formatting and data accuracy.	Advanced use of tools with creative solutions, accurate data analysis, and professional formatting.	15
Impactful Self-Introduction and Branding	Develop impactful self-introduction and personal branding skills.	Basic self-introduction with limited coherence and clarity.	Clear self-introduction with some personal branding elements and reasonable presentation style.	Compelling self-introduction with strong branding message, engaging delivery, and excellent presentation skills.	15
Email and Communicat	Write professional	Basic email structure with	Well-structured	Highly professional	15

ion Skills	emails and sustain meaningful conversations.	limited clarity and professionalism.	emails with appropriate language and satisfactory communication techniques.	emails with precise language, persuasive content, and excellent communication strategies.	
Collaborative Problem-Solving and Teamwork	Apply learned Microsoft Office 365 skills to solve business problems collaboratively.	Limited contribution to teamwork and basic problem-solving approach.	Active participation in teamwork with reasonable problem-solving and output quality.	Significant contribution to collaborative work with innovative solutions and professional project outputs.	15
Presentation Skills and Idea Articulation	Deliver impactful presentations using PowerPoint and articulate ideas effectively.	Basic presentation with limited engagement and unclear articulation of ideas.	Engaging presentation with clear articulation and appropriate visual aids.	Highly impactful presentation with excellent engagement, precise articulation, and professional-quality visual aids.	15