# Vidya Vikas Education Society's

# Vikas College Of Arts Science & Commerce

## Report on Addon courses at Vikas College of Arts, Science & Commerce in Collaboration with AspireForHer NGO for 'Grow with Google' Program for the Academic Year 2022-2023

Vikas College of Arts, Science & Commerce has partnered with AspireForHer NGO, which, in collaboration with Google, launched the "Grow with Google Professional Certification Program." This initiative, in association with Nasscom Foundation, offers students the opportunity to gain industry-relevant skills through professional training designed by Google, at no cost.

The program not only helps students upskill in in-demand areas but also awards a verified Google certificate upon completion, significantly enhancing their resumes. Additionally, students who complete the program may get the opportunity to be placed in leading companies.

To assist students in navigating the enrolment process and understanding the course offerings, a short orientation session was organized on March 16, 2022. During this session, students were guided on how these certifications would make them stand out in the job market.

The "Grow with Google" program provides a choice of five specializations:

1. Data Analytics

2. IT Support

3. IT Automation

4. UX Design

5. Project Management

Students can learn at their own pace, complete the modules, quizzes, and assignments, and earn a prestigious Google certification, positioning themselves for success in the industry.

**Name of the program:** Resume Building

**Date:** 18/6/2022

## List of students participated and completed the course:

## Curriculum:

➢ **Understanding Resume Types and Formats:** Learn about different resume types (chronological, functional, combination) and when to use each format.

➢ **Crafting a Strong Objective/Summary:** Develop skills to write a compelling objective or summary statement that highlights your career goals and key qualifications.

➢ **Highlighting Skills and Accomplishments:** Explore how to identify and present relevant skills and achievements using quantifiable metrics to demonstrate impact.

➢ **Tailoring Your Resume for Job Applications:** Understand the importance of customizing your resume for specific job descriptions by incorporating keywords and relevant experiences.

➢ **Design and Presentation:** Study effective design principles for readability and professionalism, including layout, font choices, and appropriate use of whitespace.

## Duration:

1.The program spanned 8 months and comprised five distinct modules, offering a well-structured time frame for comprehensive learning.

2. Completion of the program depends on each individual student's pace, allowing them to finish the course as per their own schedule within the given time

## MODEL CERTIFICATE OF THE STUDENTS

**Certificate of Achievement**

This is presented to

**KIRTI SANTOSH KAMBLI**

for successfully completing the soft skill training on **Resume Building**, hosted by Aspire For Her on 18/6/2022, as part of the Google Career Certificate Scholarship Program

**MADHURA DASGUPTA SINHA**
Founder & CEO
Aspire For Her

## EVALUATION

For evaluation, students must secure a minimum of 50% to be eligible for certification. In case they do not achieve the required score, they are given the opportunity to retake the test, ensuring that all students have a fair chance to succeed