Proposal: On-Campus Career Kickstart Training Program
By Sharpened Mind Tech & Solutions Pvt Ltd

Program Summary

Item	Details
Program Title	Career Kickstart – From Commerce to IT
Target Audience	Department of Commerce with computer Applications
Mode of Delivery	On-Campus (Instructor-led)
Duration	1 Month (30 Hours)
Schedule	5 Days/Week × 1.5 hrs/day
Course Fee	₹700 per student
Certification	Yes – Sharpened Mind Professional Course Completion Certificate
Post-Course Support	Resume Review, Placement Guidance, Upskilling Offers

Weekly Training Structure (Total: 30 Hours) Detailed Daily Breakdown

Week	Topics Covered	Session Highlights	Hours
Week 1	HTML & CSS Basics	Web Tags, Forms, Layouts, Flexbox	7.5 hrs
Week 2	Resume + Hosting	Canva, GitHub, Website Launch	7.5 hrs
Week 3	Tools + Productivity	JavaScript, Excel, ChatGPT	7.5 hrs
Week 4	Final Project + Career	Portfolio, LinkedIn, Role Mapping	7.5 hrs

Detailed Daily Breakdown

Day	Topic	Time
Day 1	IT Career Paths + Web Basics	1.5 hrs
Day 2	HTML Tags, Forms, Inputs	1.5 hrs
Day 3	Tables, Lists, Embeds	1.5 hrs
Day 4	CSS Styling, Fonts, Colors	1.5 hrs
Day 5	CSS Layout – Flexbox	1.5 hrs
Day 6	Canva Basics – Posters & Resume	1.5 hrs
Day 7	Resume Design + QR Code	1.5 hrs
Day 8	GitHub Setup + Upload Resume	1.5 hrs

Day 9	Simple Web Page Upload	1.5 hrs
Day 10	Finalize Portfolio	1.5 hrs
Day 11	JS Basics – Input, Alert	1.5 hrs
Day 12	JS Form Validation (Login Page)	1.5 hrs
Day 13	Excel: SUM, IF, VLOOKUP	1.5 hrs
Day 14	Excel Mini Report + Automation	1.5 hrs
Day 15	ChatGPT + Resume Tools	1.5 hrs
Day 16	Build Final Portfolio Website	1.5 hrs
Day 17	Resume Review + GitHub Publish	1.5 hrs
Day 18	LinkedIn Setup + Job Boards	1.5 hrs

| Day 19 | IT Role Guidance (Dev, Analyst, QA) | 1.5 hrs |
| Day 20 | Feedback + Certificate + Offers | 1.5 hrs |

Student Outcomes

Outcome	Description
Personal Portfolio Website	Hosted live using GitHub
Canva Resume	Designed resume with modern template & QR
Excel & JS Skills	Learn productivity tools + scripting
GitHub & LinkedIn	Professional profile setup
Career Awareness	Role-based roadmap to Developer, Analyst, QA, etc.
Certification	Issued upon course completion

Placement Support & Career Services

Support Provided	Details
Resume & Portfolio Review	By internal placement team
Job Sharing with Partners	Shortlisted for hiring partners & startup ecosystem
Job Roles Focused	Developer, Data Analyst, QA,BDE, Operations
Post-Training Follow-up	Continued alerts, mentorship, & job support
Suitable for Non-Tech Roles Too	Includes training for marketing, business analyst, etc.

Why Partner with a Sharpened Mind?

- ➢ Government-registered & MCA-certified startup
- ➢ MoU partners with 3 top institutions
- ➢ Experts in training for **non-IT students** to tech roles
- ➢ Affordable, tool-based, and hands-on learning
- ➢ Active placement network and in-house resume forwarding

We assure you that this short-term program will leave a **long-term impact** on student confidence, digital literacy, and career direction. We look forward to partnering with Mannar College and contributing to your placement mission.