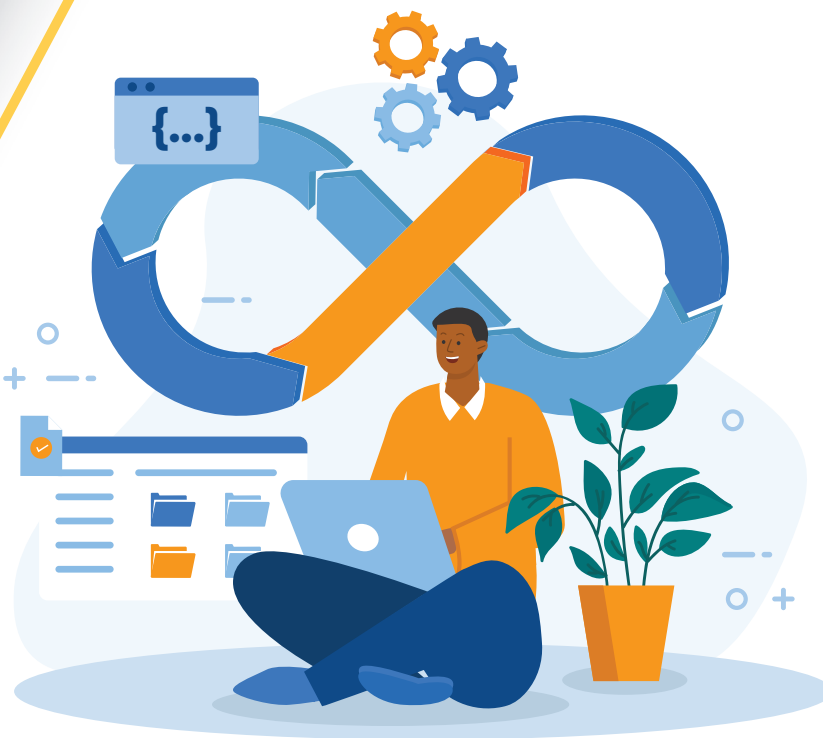


SELF-PACED

**TRAINING AND PLACEMENT
COURSE IN INFORMATION
TECHNOLOGY
– ENABLING SERVICES**



COURSE OVERVIEW

In the course the learners will learn about MS-Excel, MS-Power-Point, Communication skills, Social Media Market, HR (TA Skills).

COURSE OBJECTIVE

Basic concepts of spreadsheet and working with formula, creating presentation and editing content with animation, developing strong communication skills, Information on social media management, Knowing about HR.

SKILLS YOU WILL LEARN

By the end of the course the learners will learn about entering and editing information in spreadsheet with the help of formula, knowing about PowerPoint and its features developing strong communication skills, email marketing, social media management.

PROGRAM HIGHLIGHTS

Instructor – Ms. Sheeba Ebinezer, Ms. Sonam Savita,
Ms. Monica Tiwari , Ms. Stuti Shrivastava

Duration – 3 Hours 20 min approx

Eligibility – 10+2

No. of Session – 78

Placement training – Yes

Language – Hinglish

Shareable certificate – Yes

CURRICULUM

Module 1 MS-Excel

- Session 1 Introduction and facts
- Session 2 Entering and Editing information
- Session 3 Creating Spreadsheet
- Session 4 Working With Sheets
- Session 5 Using Formula
- Session 6 Working with Data (part 01)
- Session 7 Working with Data (part 02)
- Session 8 Working With Sheets
- Session 9 Working with Charts
- Session 10 Pivot Tables
- Session 11 What if Analysis



Module 2 MS-Power Point

- Session 1 Introduction to PowerPoint
- Session 2 Understanding PowerPoint
- Session 3 Interface
- Session 4 Creating Presentation
- Session 5 Editing Contents
- Session 6 Formatting Contents
- Session 7 Using Transition and Animation
- Session 8 Customising Slide Design
- Session 9 Using Hyperlink and Action
- Session 10 Buttons



Module 3 Communication Skills

- Session 1 SWOT Analysis
- Session 2 Your Goals and Objectives
- Session 3 Goal Setting
- Session 4 Importance of Time Management
- Session 5 Tips to Improve Time Management
- Session 6 Learning in Interesting Ways
- Session 7 Develop Thought Process
- Session 8 Aptitude Building
- Session 9 Logical & Creative Thinking
- Session 10 Growth & Learning Mindset
- Session 11 Reading
- Session 12 Writing
- Session 13 Speaking
- Session 14 Listening
- Session 15 Thinking
- Session 16 Pronunciation
- Session 17 Barrier to Effective Communication
- Session 18 Communication Styles - Being Assertive
- Session 19 Art of Saying No - Refusing Skills
- Session 20 Learn Writing Skills
- Session 21 Definition & Importance of Interpersonal Skills
- Session 22 Improve Interpersonal Skills
- Session 23 Manage Your Emotions
- Session 24 Stress Management
- Session 25 Team Spirit
- Session 26 Staying Motivated
- Session 27 Responsibility & Accountability
- Session 28 Definition and importance of Social



Module 4 Negotiation Skills

- Session 1 What is Negotiation
- Session 2 Why of Negotiation
- Session 3 How of Negotiation

Module 5 Convincing Skills

Module 6 Organization Skills
Session 1 Critical Thinking

Module 7 Stateless and Stateful Widgets

Module 8 Email Marketing

Session 1 What is Email Marketing, Terminologies, Types of Emails

Session 2 Building an Email List

Session 3 Email Marketing Hygiene, Ensuring Email drops in Inbox rather than promotion/junk folder

Session 4 Crafting good Emails - The Checklist

Session 5 Steps to execute an Email Marketing Campaign

Session 6 How to improve the Email Open Rate

Session 7 Do's & Dont's of Email Marketing

Session 8 Some Best Email Campaigns Examples (practical screen recording)

Session 9 Sending a sample email via a tool (Practicals)

Module 9 Social Media Management

Session 1 Why was Social Media built? (The root cause)

Session 2 The concept behind Social Media. (The inception formulae)

Session 3 Creating a good presence on all the Digital Platforms (Practicals)

Session 4 Creating Batch Content - Canva (Practicals)

Session 5 Automating the posts - FCS (Practicals)

Session 6 Importance of Hashtags & researching via tools (Practicals)

Session 7 Content Calendar (Practicals)

Session 8 National & International Case Studies for viral content (Practicals)

Session 9 Do's & Dont's of managing a Social Media account

Session 10 Leveraging LinkedIn for your career & personal branding (Practicals)

Session 11 How to go viral on Instagram Reels (Practicals)

Module 10 HR (TA Skills)

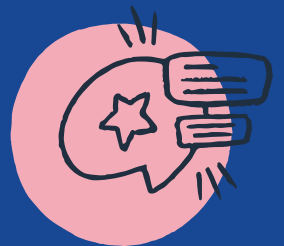
Session 1 Building a JD & Candidate Profile

Session 2 How and where to source candidates

Session 3 How to perform Resume and Phone screening

Session 4 Interviewing and managing Interview process

Session 5 How to do checks and negotiate





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