

# EMPLOYABILITY SKILL DEVELOPMENT (ESD) PROGRAMME



## PC Training Institute Ltd.

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## **EMPLOYABILITY SKILL DEVELOPMENT (ESD) PROGRAM**

### **Course Name**

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**IT Skills-Basic Computer**

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**English Speaking**

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**Soft Skills**

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**Data Entry Operator**

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**Marketing Management**

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**Desktop Publishing (DTP)**

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**Accounts Executive (Tally Operator)**

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# COURSE MODULE

## IT SKILLS

### BASIC COMPUTER

- ✓ Introduction to Computer
- ✓ Hardware & Software Fundamentals
- ✓ Operating System & File Management
- ✓ Word Processing Tools  
(MS Word, Excel, Power Point)
- ✓ Internet & Web Tools
- ✓ Email & Outlook
- ✓ Office Productivity & Professional Skills



### English Speaking

- ✓ Development of LSRW  
(Listening, Speaking, Reading & Writing)
- ✓ Communication (Basic to Advance)
- ✓ Efficiency in Grammar
- ✓ Group Discussion
- ✓ Speech/ Debate/ Topic Speaking
- ✓ Presentation Skills



## **SOFT SKILLS**

- ✔ Personality Development
- ✔ Creative Thinking
- ✔ Communication Skills
- ✔ Decision-Making
- ✔ Interview Skills and Many More



## **DATA ENTRY OPERATOR**

- ✔ Introduction of Data Entry
- ✔ Keyboard & Typing Skills
- ✔ Data Entry Practice for Different Software
- ✔ Internet & Online Data Entry
- ✔ Office Tools (Basic) of Data Entry
- ✔ Professional Skills for Data Entry & Practical Training



## **MARKETING MANAGEMENT**

- ✔ Introduction to Marketing
- ✔ Marketing Functions & Sales
- ✔ Marketing Research
- ✔ Promotion Management
- ✔ Digital Marketing (Basic Exposure)
- ✔ Expert Training & Industry Exposure



# DESKTOP PUBLISHING

- ✓ Introduction to Graphic Designing
- ✓ Coreldraw, Photoshop Installation & Interface
- ✓ Different Kind of Tools & Designs
- ✓ Portfolio Development & Many More



# ACCOUNTS EXECUTIVE (TALLY OPERATOR)

- ✓ Fundamentals of Accounting
- ✓ Advanced Accounting
- ✓ Introduction to Tally Prime
- ✓ Tally Accounting & Vouchers
- ✓ Inventory Management
- ✓ GST & Taxation
- ✓ Banking & Financial Management
- ✓ Payroll Management
- ✓ Reports & Financial Statements
- ✓ Advanced Tally Features
- ✓ Practical Training & Projects



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# GALLERY



