SMART CHAMP

Where inteligence meets technology

ISO 9001: 2015

Course Duration: 2months

Today's LEARNER Tomorrows CHAMPION

★ Get certificate after completion of the course.

Ascensive Educare
Training Partner of NSDC

Target Beneficiaries: Beginners who wish to learn Spoken English and IT Skills.

Why this Course: The Smart Champ Course is designed for School students who struggle with their English communication & IT Skills. This course will help the students to develop their IT & Communication Skills and be future ready.

Ascensive Educare Limited

SMART CHAMP
Where inteligents meets technology

Communication & Soft Skills | Duration: 12 Hr

- Vocal and Verbal Communication
- Components of Effective Communication
- Leadership Skills
- Effective Team Management and Motivational Skills
- Interpersonal Skills
- Goal Setting
- Negotiation Skills
- Emotional Intelligence and Empathy
- Time and Stress Management
- Body Language
- Business, General and Dining Etiquette
- Art and Science of Creating a First Impression
- Interview Skills

IT Skills | Duration: 12 Hr

- **Basics of Computer**
- **Windows**
- Knowing computer
- Operating Computer using GUI Based Operating System
- **MS Office**
- Introduction to MS Word
- Working with Basic Word Menu
- Making Presentation
- Introduction to MS Excel
- Working with Basic Excel Functions
- **Communicating Using Internet**
- Introduction to Internet, WWW and web browsers
- Web Browser
- **Communication and Collaborations**

Ascensive Educare Limited