

A SPECIAL COURSE

For
Women (no age bar) **and Children** (10-15 Years)
in

Computer & Spoken English

Course offer

For Women (Weekdays)

COMPUTERS

- MS Office
Word, Excel, Powerpoint
- Internet

SOFTSKILLS

- English in Everyday Life
- Telephone Etiquette
- Art of Entertaining at home and Restaurants
- Interacting Socially
- Party/Cocktail Etiquette
- Personality Development
- Ladies Etiquette
- Dining Etiquette
- Parent Teacher Interaction
- Image Enhancing

For Children (Weekends)

COMPUTERS

- MS Office:
Word, Excel, Powerpoint
- Networking,
- HTML, Internet
- Flow Chart, LOGO
- Basic, Q-Basic, Java

SOFTSKILLS

- Social Graces
- Table Manners
- Confidence Building
- Personality Development
- The Leader In You

For Details Contacts :



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