

NON-TECH CAREER PROGRAM (12 WEEKS)

Week 1: Career Foundation & Corporate Mindset

Week 2: Communication Skills

Week 3: Corporate English

Week 4: Customer Handling Basics

Week 5: Customer Support Skills

Week 6: Technical Support Basics (Non-Coding)

Week 7: CRM Tools

Week 8: Excel for Office Work

Week 9: Operations & Back-Office Skills

Week 10: Workplace Skills

Week 11: Interview Preparation

Week 12: Job Readiness & Placement Support