

Computer Knowledge:

Basic Computer Terminology
Abbreviations
Hard ware and software basics
Computer Usage
Basic Computer Parts
Operating system
Shortcut key
Internet
Information Security
Ms Office
Ms post
Ms Excel
Ms Power Point

Marketing

Marketing Basics
Terminology and Abbreviations
Marketing Concept
Types of Marketing
Marketing mix
Concept of buying and selling
SWOT Analysis
Act
Market Research
Market Information
Market Segmentation
Branding
Marketing Research