



Building IT Expertise for the Modern Workforce

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About the Program

Empower Your Future with Complete Human Resource Solutions

At Complete Human Resource Solutions (Pvt Ltd), we provide state-of-the-art training and capacity-building interventions to develop marketable resources. Our IT Skills Training Program is carefully crafted to meet the evolving needs of today's dynamic job market. We ensure participants gain the technical expertise and practical experience necessary to excel in their careers.

Certificate Courses & Discounts

Certify Your Expertise

Each training title within our program is a certificate course, allowing you to showcase your newly acquired skills to potential employers. Whether you choose to focus on one area or opt for multiple courses, you will gain valuable credentials that enhance your professional profile.

Exclusive Discounts & Priority Services

Candidates who enroll in more than one course or select all courses will receive an exclusive discount. Additionally, they will benefit from priority customer service, ensuring a seamless and supportive learning experience from start to finish.

Who Should Attend?

- Students & Fresh Graduates: Kickstart your career with industry-relevant IT skills.
- Working Professionals: Enhance your skillset to stay ahead in your field.
- Entrepreneurs: Utilize technology to drive your business growth.
- Career Changers: Seamlessly transition into the IT industry with confidence.

Training Modules

1. Basic IT Skills

Fundamentals of Computers & Operating Systems:

- Introduction to the core components of a computer, understanding operating systems like Windows, macOS, and Linux, and navigating through essential functionalities.

Proficiency in Microsoft Office Suite:

- Mastering Microsoft Word, Excel, and PowerPoint for creating documents, analyzing data, and designing presentations. Learn advanced features such as Excel formulas, data analysis, and automated tasks using Macros.

Internet Usage & Email Communication Etiquette:

- Understanding effective internet browsing techniques, ensuring online security, and practicing professional email communication etiquette for business settings.



2. Web Development

Mastery of HTML, CSS, JavaScript:

- Learn the foundational languages of the web to build and style static and dynamic websites. Understand how to create visually appealing layouts, add interactivity, and ensure cross-browser compatibility.

Developing Responsive Websites:

- Techniques to create websites that adapt to various screen sizes and devices, ensuring a seamless user experience across mobile phones, tablets, and desktops.

Introduction to Content Management Systems (CMS):

- Gain hands-on experience with popular CMS platforms like WordPress, Joomla, and Drupal, enabling you to create and manage website content without extensive coding knowledge.

3. Software Development

Programming Proficiency in Python, Java, C++:

- An in-depth exploration of popular programming languages, focusing on writing efficient, maintainable code, and understanding object-oriented programming principles.

Understanding the Software Development Life Cycle (SDLC):

- Learn the various stages of software development, from requirement gathering to design, implementation, testing, deployment, and maintenance.

Basics of Database Management (SQL):

- Introduction to databases and SQL, the standard language for managing and querying relational databases, enabling you to handle data storage, retrieval, and manipulation.



4. Cybersecurity

Identifying Cyber Threats:

- Explore common cyber threats such as phishing, malware, ransomware, and hacking. Learn how to identify and respond to these threats effectively.

Network Security Basics:

- Introduction to network security principles, including firewalls, encryption, and intrusion detection systems, aimed at protecting data and preventing unauthorized access.

Best Practices in Data Protection & Privacy:

- Understand the importance of data privacy laws and regulations, such as GDPR, and learn best practices for safeguarding sensitive information.

5. Cloud Computing

Introduction to Cloud Platforms (AWS, Azure):

- Learn the fundamentals of cloud computing, including cloud service models (IaaS, PaaS, SaaS), and get hands-on experience with leading cloud platforms like Amazon Web Services (AWS) and Microsoft Azure.

Application Deployment on the Cloud:

- Gain practical skills in deploying, managing, and scaling applications on cloud infrastructure, ensuring high availability and performance.

Essentials of Cloud Security:

- Understand cloud security concerns and best practices, including identity and access management (IAM), data encryption, and compliance with industry standards.

6. Data Science & Analytics

Fundamentals of Data Science:

- An introduction to the concepts of data science, including data collection, cleaning, and processing, as well as the basics of machine learning.

Data Visualization Techniques (Tableau, Power BI):

- Learn how to present data effectively using visualization tools like Tableau and Power BI. Create interactive dashboards that offer insights and drive decision-making.

Basic Data Analytics with Python:

- Explore the use of Python for data analytics, focusing on libraries like Pandas, NumPy, and Matplotlib for data manipulation, analysis, and visualization.

7. IT Project Management

Core Principles of Project Management:

- Introduction to project management concepts, including scope, time, and cost management. Understand the role of an IT project manager and the skills required to manage projects successfully.

Agile & Scrum Methodologies:

- Learn Agile and Scrum frameworks, which promote adaptive planning, evolutionary development, early delivery, and continuous improvement in IT projects.

Tools for Managing IT Projects (JIRA, Trello):

- Gain hands-on experience with project management tools like JIRA and Trello to track progress, manage tasks, and collaborate with teams effectively.

8. Microsoft Office Training

Advanced Excel Techniques (Data Analysis, Macros, PivotTables):

- Delve into advanced Excel features, including complex formulas, data analysis tools, PivotTables, and automation through Macros, enabling you to work efficiently with large datasets.

Professional Document Creation with Microsoft Word:

- Learn to create professional documents with advanced formatting, styles, and templates, along with tips for collaboration and document review.

Creating Effective Presentations using Microsoft PowerPoint:

- Master the art of designing impactful presentations, utilizing animations, transitions, multimedia integration, and design principles for engaging slides.

9. Networking & IT Infrastructure

Networking Essentials (LAN, WAN, VPN):

- Understand the fundamentals of networking, including the setup and configuration of Local Area Networks (LAN), Wide Area Networks (WAN), and Virtual Private Networks (VPN).

Introduction to IT Infrastructure Management:

- Learn about the key components of IT infrastructure, including servers, storage, networking hardware, and virtualization, and how to manage and maintain them.

Network Troubleshooting & Support:

- Gain practical skills in diagnosing and resolving network issues, ensuring minimal downtime and maintaining network performance and security.

10. Mobile App Development

Basics of Mobile App Development (Android, iOS):

- Introduction to the mobile app development process, focusing on Android and iOS platforms. Learn to build and test simple applications using development environments like Android Studio and Xcode.

Using Development Tools (Flutter, React Native):

- Explore cross-platform development tools like Flutter and React Native, which allow you to create apps that run on both Android and iOS with a single codebase.

Publishing Apps on Google Play & Apple Store:

- Understand the process of publishing apps, including app store guidelines, submission requirements, and strategies for app marketing.

11. Graphic Design & Multimedia

Introduction to Graphic Design (Adobe Photoshop, Illustrator):

- Learn the fundamentals of graphic design, including color theory, typography, and layout design. Gain hands-on experience with industry-standard tools like Adobe Photoshop and Illustrator.

Video Editing Basics (Adobe Premiere Pro):

- Introduction to video editing techniques, including cutting, transitions, effects, and audio mixing using Adobe Premiere Pro. Learn to produce polished videos for various platforms.

Creating Engaging Content for Social Media:

- Learn how to design visually appealing content for social media, including graphics, videos, and animations. Understand the principles of branding and audience engagement in the digital space.

Why Choose Complete Human Resource Solutions?

- **Expert Trainers:** Learn from seasoned industry professionals with practical experience.
- **Practical Training:** Engage in hands-on exercises and real-world projects that mirror industry demands.
- **Career Development:** Benefit from personalized career guidance, resume building, and job placement assistance.
- **Flexible Learning Options:** Choose between online, in-person, or hybrid formats to suit your schedule.
- **Certification:** Earn a recognized certificate that adds value to your resume and enhances your employability.
- **Unlock Global Career Paths**

CHRS, through its extensive job placement network, actively engages successful trainees with both local and international job markets. We are committed to helping you secure the right opportunities that align with your skills and career aspirations.

