

Comprehensive Computer Skills & Language Proficiency Course

100 Hours of Excellence & Transformation

HARTRON Advanced Skill Centre | Ballabhgarh, Faridabad, Haryana

100 Hours Training

70 hours computer skills + 30 hours language proficiency

Dual Certification

Industry-recognised certificates for both tracks

Expert Instructors

5+ years industry experience with student-friendly approach

Flexible Schedules

Weekday, weekend, and evening batches available

📞 Contact: **+91 9179176046** | WhatsApp: +91 9473279848

Why Choose Our 100-Hour Extended Programme?

100 Hours of Comprehensive Training

Deep expertise beyond basics with intensive, structured curriculum. Complete mastery of essential tools for better career prospects and competitive advantage in the job market.

Computer Skills + Language Proficiency

Unique dual-focus approach: 70 hours dedicated to computer skills combined with 30 hours of professional communication training. A complete job-ready package that distinguishes you from the competition.

Expert Instructors with Industry Experience

Learn from certified professionals with over 5 years of real-world experience. Patient, student-friendly teaching methodology with focus on practical problem-solving and individual attention to ensure success.

Flexible Batch Scheduling

- Regular Weekday: 8-10 weeks
- Weekend Intensive: 12-14 weeks
- Evening Classes: 16-18 weeks
- Corporate customised batches

Complete Job Readiness

- Industry-recognised dual certification
- Job placement assistance
- Interview preparation support
- Resume building and career counselling



Dual Certification

Computer Skills Certificate + Language Proficiency Certificate + Combined skill badge. Valid lifetime with continued support.

Computer Skills Track (70 Hours)

Comprehensive training covering all essential computer skills from fundamentals to advanced applications, preparing you for professional excellence.

01

Introduction to Computers & Hardware (4 hrs)

Computer components, peripherals, and basic maintenance

02

Operating Systems - Windows (6 hrs)

Windows navigation, file management, system settings, troubleshooting

03

MS Word - Advanced (8 hrs)

Professional documents, formatting, templates, mail merge, collaborative editing

04

MS Excel - Advanced (8 hrs)

Complex formulas, data analysis, pivot tables, charts, financial calculations

05

MS PowerPoint - Advanced (6 hrs)

Professional presentations, animations, multimedia, interactive elements

06

Internet, Email & Online Safety (8 hrs)

Web browsers, email management, video conferencing, safe online behaviour

Cybersecurity Essentials (4 hrs)

Understanding threats, password security, data backup, safe browsing practices

File Management & Troubleshooting (6 hrs)

File organisation, backup strategies, system issues, recovery procedures

Soft Skills & Professional Communication (6 hrs)

Workplace etiquette, professional presentations, time management, teamwork

Web Basics & Cloud Concepts (6 hrs)

Web technologies, cloud storage, online tools, web security basics

Practical Projects & Assessment (6 hrs)

Real-world projects, case studies, performance evaluation, portfolio building

Language Proficiency Track (30 Hours)

Develop professional communication skills in English and Hindi, essential for workplace success and career advancement in today's competitive environment.



English Communication Skills (10 hrs)

Grammar, vocabulary, listening, speaking, pronunciation, and professional English for workplace excellence



Hindi Technical Terminology (10 hrs)

Computer terminology in Hindi, technical writing, and bilingual communication for diverse environments



Professional Writing & Correspondence (5 hrs)

Business letters, emails, reports, proposals, and documentation standards



Communication Confidence Building (5 hrs)

Public speaking, presentations, stress management, and interview skills

Who Should Enrol?



School & College Students

Prepare for college projects and gain competitive advantage in academics. Build a strong foundation for future careers with essential digital skills and professional communication abilities that set you apart from peers.



Job Seekers & Professionals

Enhance your employability with industry-recognised certifications. Upgrade your skills for better job opportunities, higher salary potential, and career advancement in today's digital workplace environment.



Business Owners & Entrepreneurs

Master essential digital tools to manage your business efficiently. Learn to create professional documents, analyse data, and communicate effectively with clients and stakeholders in the modern business landscape.



Homemakers & Career Returners

Restart your career with confidence and relevant skills. Bridge the technology gap and prepare for re-entry into the workforce with comprehensive training that addresses modern workplace requirements.

No age limit - All ages welcome! Whether you're a complete beginner or looking to upgrade your skills, our comprehensive programme is designed to meet your needs with flexible scheduling options.

Learning Outcomes

Upon completion of this comprehensive 100-hour programme, you will have mastered essential technical and communication skills for professional success.

Technical Mastery

- Create complex, professional documents with advanced formatting
- Build sophisticated spreadsheets with data analysis capabilities
- Design compelling presentations with animations and multimedia
- Troubleshoot common computer and software issues confidently
- Understand and use cloud-based tools effectively
- Recognise and protect against cyber threats

Communication Excellence

- Communicate confidently in English with proper grammar and vocabulary
- Use technical terminology in Hindi and regional languages
- Write professional correspondence and comprehensive reports
- Present ideas effectively to diverse audiences
- Participate confidently in workplace discussions
- Follow professional communication etiquette



Professional Readiness

Apply computer skills in real-world business scenarios, solve problems using technology-enabled solutions, and collaborate effectively using digital tools.



Efficiency & Management

Manage time and projects efficiently, build and maintain professional relationships, and pursue career advancement opportunities with confidence.

Course Benefits

Advanced Computer Mastery

Expert-level proficiency in all Microsoft Office applications with hands-on practical experience

1

2

Professional Language Skills

Confident communication in English and regional languages for workplace success

3

Complete Job Readiness

Industry-recognised dual certification with portfolio of projects demonstrating your capabilities

4

Career Advancement

Better job opportunities and higher salary potential with competitive skills

5

Digital Literacy

Understanding of web, cloud, and modern technologies essential for today's workplace

6

Cybersecurity Awareness

Knowledge to protect personal and professional data in the digital age

Confidence Building

Ready for leadership roles and professional environments with enhanced self-assurance and practical skills

Lifetime Support

Continuous access to resources and alumni network for ongoing professional development

Enrolment Process

Join HARTRON Advanced Skill Centre in five simple steps and begin your transformation journey towards digital excellence and professional success.



Fill Enrolment Form

Visit institute or register online, provide basic information, and select your preferred batch schedule



Verify Documentation

Submit ID proof, address proof, educational certificate, and 2 passport photographs



Choose Your Batch & Schedule

Select from Regular, Weekend, or Evening batches and confirm your enrolment date



Complete Payment

Pay via cash, online transfer, or flexible EMI options available with minimal documentation



Start Your 100-Hour Journey

Receive course materials, attend orientation, and begin comprehensive training



Contact Information

Institute Name: HARTRON Advanced Skill Centre

Location: Ballabhgarh, Faridabad, Haryana

Phone: +91 9179176046 | **WhatsApp:** +91 9473279848

Office Hours: Monday-Friday: 9 AM - 7 PM | Saturday: 10 AM - 5 PM

100-Hour Comprehensive Programme

Complete expertise with dual certification

Small Group Classes

Maximum 20 students per batch for individual attention

Modern Computer Laboratory

Latest equipment and technology for hands-on learning

Job Placement Assistance

Career counselling and placement support included

Flexible Payment Plans

EMI options available with easy processing

70% Practical Training

Hands-on approach with real projects

Lifetime Access

Course materials and resources forever

Certification Requirements: Maintain 90% attendance, score 70% or above in assessments, complete all practical projects, and demonstrate professional conduct throughout the course.

Frequently Asked Questions



Do I need computer experience?

No! The course is designed for complete beginners. No prior experience required whatsoever.



What is the total course duration?

100 hours total: 70 hours computer skills + 30 hours language training over 8-18 weeks depending on batch.



Are certificates industry-recognised?

Yes, certificates are recognised by employers and educational institutions across India with lifetime validity.



What placement support is included?

Resume building, interview preparation, job referrals, LinkedIn optimisation, and professional networking assistance.



Can I change my batch?

Yes, batch changes allowed with prior notice, subject to availability in alternative schedules.



Are there instalment options?

Yes, flexible EMI and payment plans available with minimal documentation requirements.

What languages are available?

English (mandatory), Hindi, Punjabi, and Haryanvi (optional) for comprehensive learning.

Do you provide recorded classes?

Yes, all classes are recorded and available for catching up on missed sessions.

Is job placement guaranteed?

We provide placement assistance and job referrals. Success depends on individual performance and market conditions.

What if I miss classes?

90% attendance is required for certification. Recorded classes available for catch-up and revision purposes.

Quick Programme Facts

100	70	30	20
Total Hours	Computer Training Hours	Language Training Hours	Maximum Class Size
Comprehensive training programme	Advanced technical skills	Professional communication	Students per batch

Course Format	Age Limit
Batch-based, hands-on training	No limit - all ages welcome
Prerequisites	Hardware Provided
None - beginners welcome	Yes - all equipment at institute

Certification

Dual Certification + Skill Badge with lifetime validity and industry recognition

Placement Support

Yes - comprehensive career assistance included in programme

Limited Seats Available

Register Today!

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Your Digital & Professional Transformation Starts Here!