

**FREELANCING & PROJECT
MANAGEMENT
CURRICULUM GUIDE
2 Weeks Program**

**Instructor:
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Unit 1: Freelancing & Project Management

Students will:

1. Learn about freelancing job concepts
2. Learn about freelancing Platform
3. Learn account creations – Online Shop formations
4. Create marketing kit – All social sharing posts
5. Understand and Practice the creation of personal project & Its branding
6. Learn to communicate and the art of sale generation
7. Understanding of customer's need and project scope defining
8. Do payment gateway finalization
9. Write Proposals and submission
10. Optimize business on Search Engines
11. Learn CV creation
12. Learn about job hunting

Unit 2: 2 Weeks Internship

Students will:

1. Create portfolio
2. Work under senior' supervision
3. Perform daily tasks and learn work ethics
4. Learn the art of organizing folder and files
5. Learn office management

At the end of this course, student will be awarded with course certificate of 15 hours. Also will get internship letter for further job reference and portfolio verifications.