



H.A IT Soft Technologies & Computer College

Freelancing Course



Freelancing Basics & Skills Setup

- Introduction to Freelancing & Online Earning
- Understanding Digital Work Platforms
- Identifying Skills (Writing, Design, Marketing, Coding)
- Profile Building Basics
- Portfolio Creation Basics
- Introduction to Online Communication Skills
- Basics of Client Handling



Platforms & Service Development

- Introduction to **Fiverr**
- Introduction to **Upwork**
- Creating Professional Gig/Service Listings
- Pricing Strategy for Beginners
- Writing Proposals for Clients
- Order Management & Delivery Process
- Building Trust & Reviews



Professional Freelancing & Growth

- Advanced Client Communication Skills
- Time Management for Freelancers
- Handling Revisions & Feedback
- Scaling Freelancing Business
- Personal Branding on Social Media
- Long-Term Client Relationships
- Interview Preparation for Remote Jobs
- Income Growth Strategies



Final Projects

- Complete Freelance Profile Setup
- Live Project Simulation (Client Work)
- Portfolio Submission



Skills You Will Learn

- Online Earning Techniques
- Client Communication & Management
- Profile & Portfolio Building
- Gig Creation & Marketing
- Professional Freelancing Career Setup