

INDIAN INSTITUTE OF COMPUTER & VOCATIONAL TRAINING

IICVT (Indian Institute of Computer & Vocational Training) A Unit of IIMR Trust (Registered Under the Trust Registration act with Govt. of NCT of Delhi) an ISO certified organization, has been found with a view to promote Computer and Vocational education in India and to prepare our young generation to face the challenge of new millennium.

This organization is one of its kind, imparting the liberal education-intellectual, moral and physical on sound national lines with a view to develop students and to promote academic and professional education for needs of people of the India in Information Technology and Management.

IICVT was setup with an aim to develop this Institute into a unique place for providing the best education and training. This organization has come up by hard work and sincere efforts of like-minded people.

PROFILE

IICVT pioneers in IT & Vocational Training Manpower Development and Consulting. The institution was established in 2011 with a vision to provide training to budding IT professionals and helping them choose the right career. Realizing the potential of the market, the company soon ventured into providing the E-Business and Software Solutions, Corporate Training, Global Placements, Soft Skills, Call Centre Training and Solutions.



Importance of Computer & Vocational Education

Computer & Vocational Education

A few years ago, Computer / Vocational courses were thought to be for people who did not have the aptitude to study in a college and thus, needed skills in a particular field, to gain employment. This scenario, however, has completely changed today. These days, people have realized the importance of Computer & Vocational Education and are opting for such courses, both online and offline, to gain skills related to a particular field so that their job prospects can improve. Scroll down to know more on the advantages of Computer & Vocational Education...



Lesser Education Costs

Not everyone can afford to go college as a four-year degree course, plus the hostel fees, commuting, added costs of books, can turn out to be very expensive. Computer/Vocational courses are a cheaper alternative for people who do not want to take up a loan to go to college. Many Computer/Vocational courses, similar to four-year degrees, provide placement to the students. This makes them quite useful for those who do not have the means to shell out money for a college degree.

Prepares for a Job

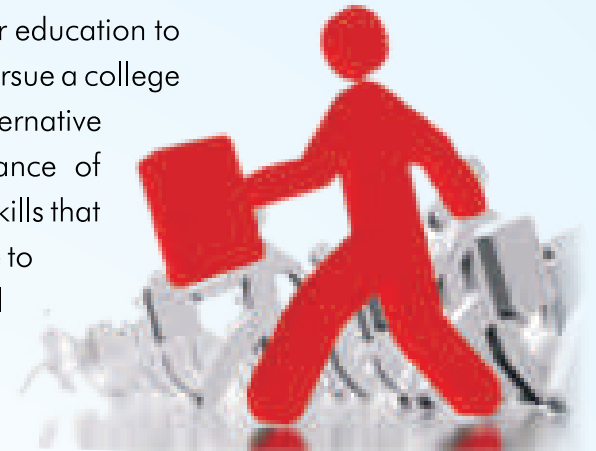
One of the main benefits of Computer & Vocational Education is that it prepares a person for a specific job. Computer/Vocational courses equip a person with the skills and qualities required to do a particular job, such as Computer Operation, fashion designing, interior decoration, computer networking, auto repairing, etc. Many a time, the curriculum for the courses is prepared after taking suggestions from the local employers. Along with classroom instructions, practical knowledge is imparted through field work. Laboratory learning is emphasized to give the students practical knowledge on a given subject. This prepares the student for the job at hand and thus, he is able to give full justice to his profession, due to his vast knowledge.

Easy Employment

The importance of Computer & Vocational Education can be gauged from the fact that it makes it easier for the students to find employment. Usually, it is seen that employers prefer to hire a student who has done a Computer/Vocational course rather than a college pass out, as by doing a Computer/Vocational course, a student is trained specifically for a particular job. The student already possesses the right temperament, skills, qualities and education for the job and the employers feel that he will be more successful than a regular college pass out due to his knowledge. Thus, easy employment is one of the chief advantages that students from a vocational course have over others.

Success in Career

People who are already employed and those who want to get further education to advance their careers, cannot afford to take a four-year break and pursue a college degree. So, in order to enhance their skills and qualifications, an alternative is to do a vocational course. You may read more on importance of education. The time duration for a vocational course is less, but the skills that are imparted to students through such courses, are quite comparable to the college courses, in terms of quality. Thus, by doing a vocational course, a professional can enhance his career prospects and achieve success.



Promotes Entrepreneurship

After doing a vocational course, a person is equipped enough to start his own business. This course of action is taken up by many a vocational course pass out students. Thus, such courses promote entrepreneurship, which is a very good thing for the economy today, considering that the recession has left many without jobs. Vocational courses increase the number of small businesses, which further increase employment, thus reducing the stress on the government to provide jobs for the unemployed.

Before opting for a vocational course, a student should ensure that the institute he is applying for is of good repute, both in terms of education quality and placements in the past. Once these things are settled, should a student invest his time and money in a particular course. As mentioned above, vocational education provides job specific skills and contributes to career success. It imparts specialized knowledge, which is the need of the hour today! This proves that in many aspects, vocational education is as good as college education!



COMPUTER COURSES

COURSE CATEGORY A 1 YEAR COURSES

DCA (Diploma in Computer Applications)

Course Code	Duration	Eligibility	Course Fee
A 001	1 Year	+2	₹:12,000/-

Course Description

Semester-I

Computer Fundamentals : Introduction to Computers, Definition Characteristics. Limitations, Input Devices, output Devices CPU, Memory Unit, (Internal and External) Software and Hardware, Types of Software system and Applications.

Internet and Email : Introduction History of Internet, Network, Lan. Wan. Man, requirements to Access Internet Modem, ISP, Browsing, Chatting Creating an E-mail Address and Sending an E-mail.

Operating System : Window XP Introduction to Windows, Difference between Dos& Window, Icons Accessories MS Paint Notepad&WordPad.

Office Automation : MS Word: Introduction Paragraph, Change case, Founts, Tabs Drop cap, bullets and Numbering Borders and Shading Auto shape, Caption Columns, Textbox Footnote Insert Table, Table Formula, Sort Forms, Mail Merge, Spelling and Grammar , Thesaurus and Auto Correct.

MS Excel : Introduction (Worksheet, Cell) cell Series Functions Sum (), Average (), If (). Chart, Goal Seek Scenarios Macros, Project Sheet Short Filter and Advanced Filter Form Consolidation, Subtotals, Table and Validation.

MS Power Point : Introduction, Slide Transition, Apply Design, Font Alignment, Background Action Setup Show Custom Animation.

MS Assess : Introduction (RDBMS Database, table Filed Row) Table creation, Primary Key, Macros Queries (Select, Update delete), Append and Make Tables Forms & Reports.

MS Front Page : Formatting Text, Inserting Table Inserting Frames Buttons CSS. Code View Crating Themes, How Create Website Using Front Page.

HTML : Basic Intro, Types of Tags, Linking Creating Tables, Lists Crating Frames& Style Sheets.

DHTML : File Operations (Font Styles, Text Alignment, Row Cols Operations, Clip Art, Chart Auto Shapes Tools, Frames).

Java Script : The Dynamic Billboard, Applet Image Menu: An Image Based Web Menu, Lavatron Applet: Sports Arena Display, Scrabble: A Multiplayer Words Game.

Installation of Operating System & Software

Windows 98/ME

Window XP/ Windows Server 2003

Software like MS Office C, C++ etc.

Introduction to Programming Logic & Techniques

Programming in C++

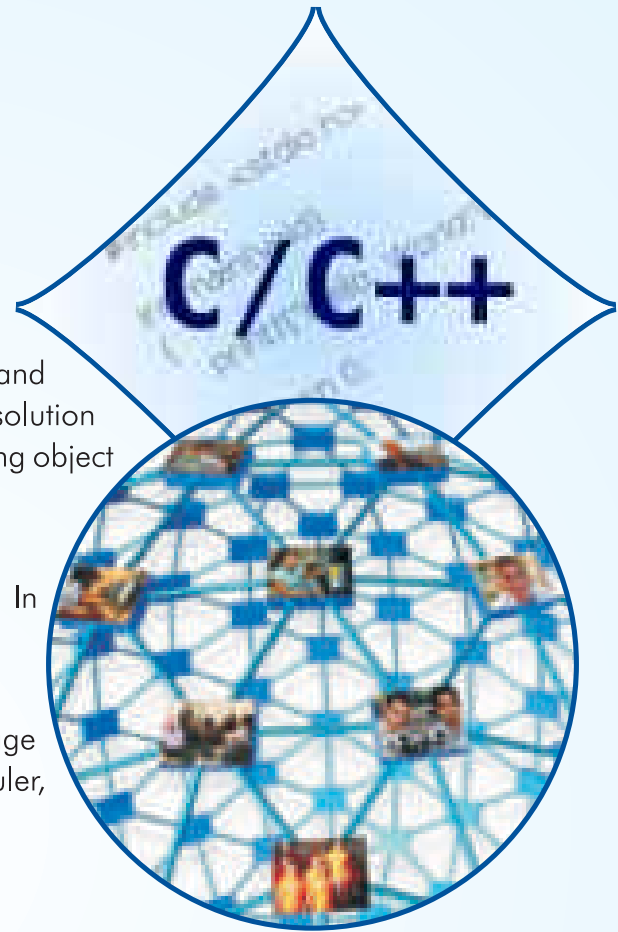
Object oriented Programming, Concept , Advantage & Usage of C++ . Classes and objects : classes structure and classes, union and classes, Friend function ,Friend classes, Inline function ,Scope resolution operator, Static class members, Static data members function, passing object to function, Returning objects , Object assignment.

Photoshop

How To Edited Image Using Different Commands & Tools In Photoshop.Scan & Change in Images.

Dreamweaver

Code View Design View Split, Basic, HTML Page Basic CSS Page Designs CSS Design, Image Related Operations Table, Grid Ruler, Frames Forms, Website Management.



ADCS (Advanced Diploma in Computer Software)

Course Code	Duration	Eligibility	Course Fee
A 002	1 Year	+2	₹:12,000/-

Course Description

Semester I

Programming in Visual Basic Introducing to Visual Basic–Forms properties, events, controls command button, Scroll bars, text box list box file list drive list command list timer option button check box. Components-rich textbox control, common dialogue control, windows common controls menu editor user defined pull menus. Database creating- database using creating database using MS Flex grid, Database grid, and Data Base grid reports. Form- Active X Control Form, MDI Form. Application Crating a Setup for a VB Project.



Oracle : Introduction Oracle Architectural Components Getting Started With The Oracle Server, Managing an Oracle Instance, Creating A Database, Data Dictionary Contents and Usage, Maintaining Redo Log Files, Managing Table Spaces and Data Files, Storage Structure and Relationships Managing Data Integrity, Managing Password Security and Resources Managing User, Managing Privileges, Managing Roles Using Globalization Support.

Programming in C++

Object oriented Programming, Concept , Advantage & Usage of C++ . Classes and objects : classes structure and classes, union and classes, Friend function ,Friend classes, Inline function ,Scope resolution operator, Static class members, Static data members function, passing object to function, Returning objects , Object assignment.

Semester-II

Net/ C sharp(C#): What Is Net? What are C# and MSIL? Introduction to visual Studio,. Net SDK and Tools, C# Fundamentals, Type Hierarchy classes vs. Structures ,Iteration and Flow of Control Arrays, Exception Handling Inheritance Polymorphism, Interfaces C# Event Model, Stream MS, Win Forms, Threading Support Performance in C# Raw Access reflection Interoperability, Assemblies & Advance concepts.

ASP.Net Training Course Outline : Introduction:. Net Framework Overview, ASP Net Introduction, Web Forms (Server Controls) Validation Controls), web Forms Exercise, State Management Techniques (Session, Applications View state Cookies and Caches), Object Orientation Data& ADO Net I Debugging Tracing & Error Handling Techniques Debugging Tracing & Error Handling Exercise Data Binding Creating Data Source foe Data Binding , Data Binding Controls (using Template Controls: Repeater, Data List), Data Binding Exercise ADO . Net Object Model ADO. Net Data Reader, ADO. NET Transactions). , ADO Net Command Connections Data Reader Exercise.

Data & AD). Net II: ADO Net Data Sets, Working With Disconnected Data, Working with XML Data Working With Related Data Updating Data & Concurrence Issues) Data Set Exercise, Editing Data With the Data Grid, (Sorting Paging Button Columns, Hyperlink Columns, Template Columns, Use Of Stored Procedures.

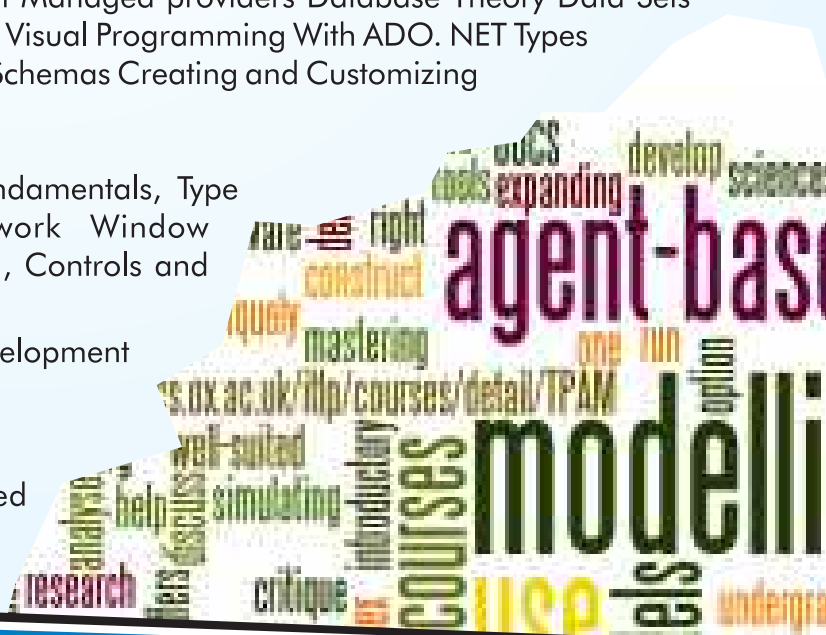
Introduction to Web Services Introducing ADO. Net Managed providers Database Theory Data Sets Data Binding With ADO Net Updating Data Sauces, Visual Programming With ADO. NET Types Data Sets, Benefits of Typed Sate Sets Creating XML Schemas Creating and Customizing Typed Data Sets using typed Data Sets.

CB. Net Introduction to VB. NET , Language Fundamentals, Type Hierarchy, Language Features. NET Framework Window Application Development (Win Forms Event Model, Controls and Menus)

ADO.NET. Framework Window application Development (Win Forms, Event Model Controls Nat Menus)

SQL Server 2000

Nested Queries Joins, Trigger Cursor Stored Procedures.



DIT (Diplomain Information Technology)

Course Code	Duration	Eligibility	Course Fee
A 003	1 Year	+2	₹:12,000/-

Course Description

Semester I



Computer Fundamentals : Introduction to Computers, Definition Characteristics. Limitations, Input Devices, output Devices CPU, Memory Unit, (Internal and External) Software and Hardware, Types of Software system and Applications.

Internet and Email : Introduction History of Internet, Network, LAN. Wan. Man, requirements to Access Internet Modem, ISP, Browsing, Chatting Creating an E-mail Address and Sending an E-mail.

Operating System : Windows Xp Introduction to Windows, Difference between Dos& Window, Icons Accessories MS Paint Notepad & WordPad.

Office Automation (MS Office) : MS Word: Introduction Paragraph, Change case, Founts, Tabs Drop cap, bullets and Numbering Borders and Shading Auto shape, Caption Columns, Textbox Footnote Insert Table, Table Formula, Sort Forms, Mail Merge, Spelling and Grammar , Thesaurus and Auto Correct.

MS Excel: Introduction (Worksheet, Cell) cell Series Functions Sum (), Average (), If (). Chart, Goal Seek Scenarios Macros, Project Sheet Short Filter and Advanced Filter Form Consolidation, Subtotals, Table and Validation.

MS Power Point: Introduction, Slide Transition, Apply Design, Font Alignment, Background Action Setup Show Custom Animation.

MS Assess: Introduction (RDBMS Database, table Filed Row) Table creation. Primary Key. Macros Queries (Select, Update delete), Append and Make Tables Forms& Reports.

MS Front Page: Formatting Text, Inserting Table Inserting Frames Buttons CSS. Code View Crating Themes, How Create Website Using Front Page.

HTML : Basic Intro Types of Tags. Linking Creating Tables. Lists Crating Frames& Style Sheets.

DHTML : File Operations (Font Styles, Text Alignment, Row Cols Operations, Clip Art, Chart Auto Shapes Tools, Frames).

Java Script : The Dynamic Billboard Applet Image Menu: An Image Based Web Menu. Lavatron Applet: Sports Arena Display. Scrabbled A Multiplayer Words Game.

Semester II

Programming in C++

Object oriented Programming, concept , Advantage & ,usage of C++ . Classes and objects :classes structure and classes, union and classes, Friend function ,Friend classes, Inline function ,Scope resolution operator, Static class members, Static data members function, passing object to function, Returning objects , Object assignment.

Programming In Visual Basic

Introducing to Visual Basic –Forms properties, events, controls command button, Scroll bars, text box list box file list drive list command list timer option button check box. Components-rich textbox control, common dialogue control, windows common controls menu editor user defined pull menus. Database creating-database using creating database using MS Flex grid, Database grid, and Data Base grid reports. Form-Active X Control Form, MDI Form.

Application Crating a Setup for a VB Project.

Oracle

Introduction Oracle Architectural Components Getting Started With The Oracle Server, Managing An Oracle Instance, Creating A Database, Data Dictionary Contents and Usage, Maintaining Redo Log Files, Managing Table Spaces and Data Files, Storage Structure and Relationships Managing Data Integrity, Managing Password Security and Resources Managing User, Managing Privileges, Managing Roles Using Globalization Support.



CTT (Computer Teacher Training)

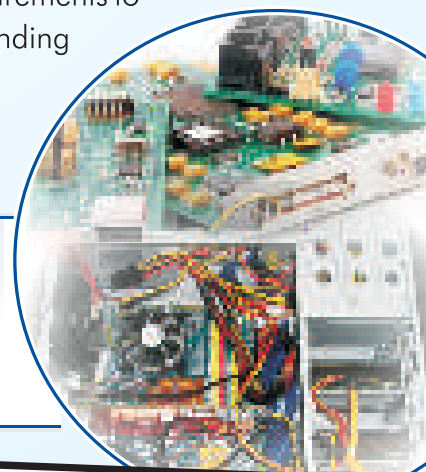
Course Code	Duration	Eligibility	Course Fee
A 004	1 Year	+2	₹:15,000/-

Course Description

Computer Fundamentals : Introduction to Computers, Definition Characteristics. Limitations, Input Devices, output Devices CPU, Memory Unit , (Internal and External) Software and Hardware, Types of Software system and Applications.

Internet and Email : Introduction History of Internet, Network, Lan. Wan. Man, requirements to Access Internet Modem, ISP, Browsing, Chatting Creating an E-mail Address and Sending an E-mail.

Operating System : Window XP Introduction to Windows, Difference between Dos& Window, Icons Accessories MS Paint Notepad & WordPad.




Office Automation (MS Office)

MS Word: Introduction Paragraph, Change case, Fonts, Tabs Drop cap, bullets and Numbering Borders and Shading Auto shape, Caption Columns, Textbox Footnote Insert Table, Table Formula, Sort Forms, Mail Merge, Spelling and Grammar , Thesaurus and Auto Correct.

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Programming In Visual Basic

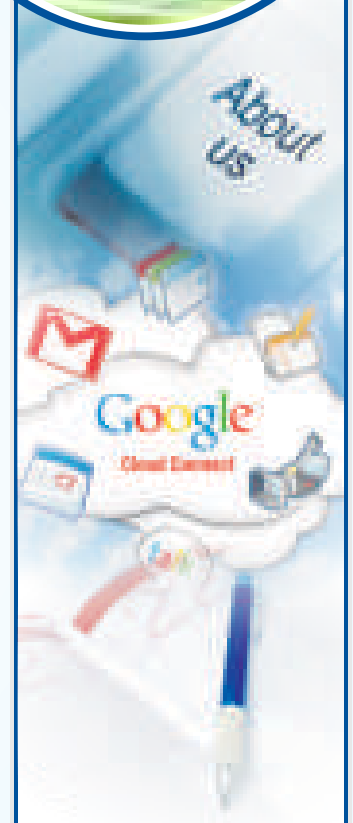
Introducing to Visual Basic –Forms properties, events, controls command button, Scroll bars, text box list box file list drive list command list timer option button check box. Components-rich textbox control, common dialogue control, windows common controls menu editor user defined pull menus. Database creating- database using creating database using MS Flex grid, Database grid, and Data Base grid reports. Form- Active X Control Form, MDI Form. Application Crating a Setup for a VB Project.

Oracle

Introduction Oracle Architectural Components Getting Started With The Oracle Server, Managing An Oracle Instance, Creating A Database, Data Dictionary Contents and Usage, Maintaining Redo Log Files, Managing Table Spaces and Data Files, Storage Structure and Relationships Managing Data Integrity, Managing Password Security and Resources Managing User, Managing Privileges, Managing Roles Using Globalization Support.

Accounting Package : Tally

- | | |
|-----------------------------------|------------------------|
| . Crating Company With Password | . Budget |
| . Setting Account Under Different | . Reports |
| . Voucher Entry (Payment Receipt) | . Backup Numbering |
| . Displaying Reports | . Voucher Numbering |
| . Sales Purchase Vouchers | . Financial Statements |
| . Cost Centre | |



Micro Teaching

Micro Teaching is teacher training method for developing different teaching skills of trainees. It should be provided for the Micro Teaching Section.

1. Introduction Skills
 2. Skill of Explaining
 3. Skill of Using Black Board
 4. Skill of Questioning
 5. Skill of Reinforcing
 6. Skill of Stimulus Variation
 7. Skill of Demonstrating with charts, Models, Computer etc.
- Latest Trends INIT (Information Technology)
Projects / Seminar / Viva Voce.



CFA (Computer and Finance Analyst)

Course Code	Duration	Eligibility	Course Fee
A 005	1 Year	+2	₹:24,000/-

Course description

Semester I

Computer Awareness & Fundamentals , Windows OS , Internet Services , Computerized Accounting with Tally , Tally Fundamentals , Basic & Advanced Accounting , Statutory Accounting, Printing , Housekeeping & Administration , Tax Environment , Income Tax , Central Excise , Service Tax , Customs Act , Business Environment , Business Law , Indian Contract Act , Sale of Goods Act , Negotiable Instruments Act , Indian Partnership Act , Corporate Law , Company Formation , Share Capital , Borrowings , Company Management , Accounts & Audit , Reconstruction , Labour Laws , Payment of Bonus Act , Payment of Gratuity Act , Employees P F & Misc Provisions Act , Employees State Insurance Act , Economic Environment , Banking , Insurance , Capital Market , Domestic & International Trade

IT& Computer Operations

Introduction to IT and Its Trends Window & Doc MS OfficeWord Excel, Power Pint Advanced Excel. Internet & Email.

Accounting Fundamentals

Introduction Basic Rules for Debit & Credit, Double Entry System Manual Book Keeping Day Book Cash Book Journal Ledger Purchase Book, Sale Book Sale &Purchase Returns, Voucher Entries.

Financial Accounting Packages

(Tally ,Busy /Tat EX -NGN)

Advance Account

Capital & Revenue Transaction Billing Terms and Other Concepts Depreciation Statement Ratio Analysis, Final Accounts and Trial Balance Trading Account Profit and Loss and Balance Sheet.

Business Accountant Taxation

Concept of Income Tax and Tax Laws Preparation of Sales Tax Return Practical Exposure of Different Types of Forms _F Forms C Forms, EI & EII Forms, Income Tax Challan, TDS Returns, TDS Certificates Returns (Manually and electronically), Tax Planning Deductions, Exemptions And Disallowance & Special Workshop on Income Tax Concept of Sale Tax and Laws.

Introduction to VAT. VAT Calculations Procedure getting Vat Credit, Vat Form/Return.

Excise All procedure and Excise Records Invoicing Credit Scheme, Export Procedure, Service Tax, Documentation & Industry Visit Practical).

Banking

Banking Concepts Various Instruments f Banking e Banking Debit and Credit Card Transactions Online Fund Transfer and Balance Enquiry, Loan Project CC, Od Term Loan, Interest Calculation Hire Purchase & EMI.

Module II

Payroll

Generation of pay Slip, any Register Leave Register. LTA, Pay Leave Form 16 Compensation, Statutory Deduction PPF Tax Investment and Portfolio Management Portfolio and Investment Analysis insurance Bands Debenture PPF, NSC, FD, EMI, Mutual Funds Demit Account Online Trading Analysis With Tax Effect on Share Transactions.

ROC (Company Matters)

Statutory Book Maintenance and Forms fixed assets register member register filling of different Forms like appointments registration of director annual returns as per requirements confidence and providing knowledge of job source. This Workshop develops the necessary skills to help you project an image of confidence and success to gain the competitive edge.

Preparation is the key to successful job search .you as a students should take advantage of all opportunities at pre- Placement workshop to better prepare for what lies ahead for you.

This pre- placement workshop is headed by panel of experts including chartered accountants.



ADCHN (Advanced Diploma in Computer Hardware and Networking)

Course Code	Duration	Eligibility	Course Fee
A 006	1 Year	+2	₹:15,000/-

Course Description



Semester I

Fundamental of Computer & Information Technology
 Assembly of PC
 PC Installation & Maintenance
 Basic & Digital Electronics
 Personal Computer Devices
 Storage & Power Supporting Devices.

Semester II

Networking Fundamentals
 Windows NT Server Management
 Window 2000 & 2003 Server Management
 Linux & Installation
 Introduction to Entrepreneurship
 Project

Diploma in Web Designing

Course Code	Duration	Eligibility	Course Fee
A 007	1 Year	+2	₹:15,000/-

Diploma in Web Designing is a Diploma Course which provides education about Web Designing. Web Designing is specialised field of IT in which skills required for designing a website and related aspects are involved. Web design diploma is designed to provide optimal information and skills for working on various software are which enables them to design a website.



Course description

Introduction to Web Designing

Internet Introduction : Multimedia and the web, History of internet, Advanced Browser topics, Internet Explorer, Firefox, Google Chrome & Other Internet Explorer, Online Search Tips, Advanced Search Tips What is an ISP?; Internet Connection Types, E-mail & Attachments Security Basic Advanced Security, Create \$ Web Site

HTML : Basic Intro Types of Tags. Linking Creating Tables. Lists Crating Frames & Style Sheets.

DHTML : File Operations (Font Styles, Text Alignment, Row Cols Operations, Clip Art, Chart Auto Shapes Tools, Frames).

Corel Draw : How To Edited Image Using Different Commands & Tools In Corel Draw. Scan & Change in Images.

Microsoft FrontPage : Basic Knowledge of Microsoft FrontPage and How To Create websites and other web applications using Microsoft FrontPage.

Java Script : The Dynamic Billboard Applet Image Menu: An Image Based Web Menu. Lavatron Applet: Sports Arena Display. Scrabble A Multiplayer Words Game.

Photoshop : How To Edited Image Using Different Commands & Tools In Photoshop. Scan & Change in Images.

Dreamweaver : Code View Design View Split, Basic, HTML Page Basic CSS Page Designs CSS Design, Image Related Operations Table, Grid Ruler, Frames Forms, Website Management.

PGDCA (Post Graduate Diploma In Computer Application)

Course Code	Duration	Eligibility	Course Fee
A 008	1 Year	+2	₹:15,000/-

Course description

Introduction Of IT

Operating Systems Windows Linux etc

Data Base Management Systems

Networking

Internet

Practical : Programming Lab

Mathematical Foundation Of Computer Science

Object Oriented Programming And DBMS CSB

Practical1

Numerical & Statistical Methods

Object Oriented Programming

Data Structures And Algorithms Using C, C++

Data Base Management System

Computer Fundamentals And Programming In C

Computer Communication And Network

Computer Architecture And System Software



COURSE CATEGORY B 6 MONTH COURSES

CCWD (Certificate Course in Web Designing)

Course Code	Duration	Eligibility	Course Fee
B 001	6 Month	+2	₹:6,000/-

Course description

Introduction to Web Designing

Internet Introduction

Multimedia and the web, History of internet, Advanced Browser topics, Internet Explorer, Firefox, Google Chrome & Other Internet Explorer, Online Search Tips, Advanced Search Tips What 's an ISP?; Internet Connection Types, E-mail & Attachments Security Basic Advanced Security, Create \$ Web Site

HTML

Basic Intro Types of Tags. Linking Creating Tables. Lists Crating Frames & Style Sheets.

DHTML

File Operations (Font Styles, Text Alignment, Row Cols Operations, Clip Art, Chart Auto Shapes Tools, Frames).

Corel Draw

How To Edited Image Using Different Commands & Tools In Corel Draw. Scan & Change in Images.

Microsoft FrontPage

Basic Knowledge of Microsoft FrontPage and How To Create websites and other web applications using Microsoft FrontPage.

DFA (Diploma in Financial Accounting)

Course Code	Duration	Eligibility	Course Fee
B 002	6 Month	+2	₹:6,000/-

Course Description

Computer Fundamentals

Introduction to Computers, Definition Characteristics. Limitations, Input Devices, output Devices CPU, Memory Unit, (Internal and External) Software and Hardware, Types of Software system and Applications.

Internet and Email

Introduction History of Internet, Network, Lan. Wan. Man, requirements to Access Internet Modem, ISP, Browsing, Chatting Creating an E-mail Address and Sending an E-mail.

Operating System : Windows

Window Xp Introduction to Windows, Difference between Dos & Window, Icons Accessories MS Paint Notepad & WordPad.

Office Automation (MS Office)

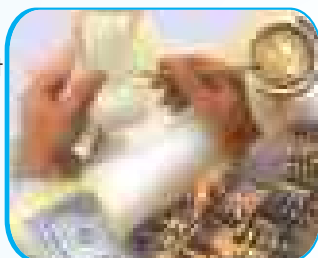
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MS Excel: Introduction (Worksheet, Cell) cell Series Functions Sum(), Average(), If(). Chart, Goal Seek Scenarios Macros, Project Sheet Short Filter and Advanced Filter Form Consolidation, Subtotals, Table and Validation.

MS Power Point: Introduction, Slide Transition, Apply Design, Font Alignment, Background Action Setup Show Custom Animation.

Manually Accounting

- ... Account introduction
- ... Types of Account & their Rules
- ... Journal entry
- ... Ledger Posting
- ... Cash book maintaining
- ... Trail Balance
- ... Final Account
- ... Trading Account
- ... Profit & Loss Account
- ... Balance Sheet



Tally Computerized

- ... Crating Company With Password Projection
- ... Setting Accounts Under Different Groups
- ... Voucher Entry (Payment Receipt, journal, ontra)
- ... Displaying Reports
- ... Sales Purchase Vouchers
- ... Cost Centre
- ... Budget
- ... Reports
- ... Backup Numbering
- ... Voucher Numbering
- ... Financial Statements
- ... TDS
- ... Payroll
- ... Service tax

DDTP (Diploma in Desktop Publishing)

Course Code	Duration	Eligibility	Course Fee
B 003	6 Month	+2	₹:6,000/-

Course Description

Fundamentals of Computer

- | | |
|-----------------------------------------------------|----------------|
| ... Ms-Office (Ms-Word, Ms _Excel ,PowerPoint) | ... Photoshop |
| ... Windows | ... Auto Cad |
| ... Paint(A Small Graphic Package) | ... Page Maker |
| ... Word Pad(A Small Graphic Package) | ... Flash |
| ... Ms=Word (A Complete Writing Package) | ... Ventura |
| ... Ms-Power Pint (A Complete Presentation Package) | |
| ... Corel Draw | |

COURSE CATEGORY C SHORT TERM COURSES

COA (CERTIFICATE IN OFFICE AUTOMATION) Basic Computer Course

Course Code	Duration	Eligibility	Course Fee
C 001	3 Month	+2	₹:3,000/-

CFA (Certificate In Financial Accounting)

Course Code	Duration	Eligibility	Course Fee
C 002	3 Month	+2	₹:3,000/-

VB. Net

Course Code	Duration	Eligibility	Course Fee
C 003	3 Month	+2	₹:3,500/-

Core Java

Course Code	Duration	Eligibility	Course Fee
C 004	3 Month	+2	₹:3,000/-

Programming in C++

Course Code	Duration	Eligibility	Course Fee
C 005	2 Month	+2	₹:2,000/-

Programming in C Language

Course Code	Duration	Eligibility	Course Fee
C 006	2 Month	+2	₹:2,000/-

Java + Visual Basic

Course Code	Duration	Eligibility	Course Fee
C 007	2 Month	+2	₹:2,000/-

HTML & DHTML

Course Code	Duration	Eligibility	Course Fee
C 008	2 Month	+2	₹:2,000/-

Page Maker & Corel Draw

Course Code	Duration	Eligibility	Course Fee
C 009	2 Month	+2	₹:2,000/-

MS Office

Course Code	Duration	Eligibility	Course Fee
C 010	2 Month	+2	₹:2,000/-

Photoshop & Dreamweaver

Course Code	Duration	Eligibility	Course Fee
C 011	2 Month	+2	₹:2,000/-



Diploma In Fashion Designing

Course Code	Duration	Eligibility	Course Fee
VOC A 001	1 Year	+2	₹:20,000/-

Course Description

- ... Highlights of the course
- ... Fashion designing one year course
- ... The outline of the course
- ... Sketching and illustration
- ... Pattern construction and drafting methods
- ... Cutting & Tailoring and garments constructing
- ... Production planning and control
- ... Design management and Fashion coordination
- ... Garment construction
- ... Fashion model Drawing
- ... Textile know how
- ... Grading
- ... Pattern Designing
- ... History of garment industries
- ... Case studies, Design collection etc.

- ... Embroidery
- ... Career option
- ... Fashion co-ordinator
- ... Sampling co-ordinator
- ... Design co-ordinator
- ... Fashion Designer
- ... Freelance Designer
- ... Fashion Consultant
- ... Fashion choreographer
- ... Cutting Assistant
- ... Sketcher
- ... Stylist
- ... Faculty in a fashion institute
- ... Entrepreneurship
- ... Boutique Business

Beauty Culture (Diploma In Beautician Course)

Course Code	Duration	Eligibility	Course Fee
VOC A 002	1 Year	+2	₹:20,000/-

- ... Skin Protection and its care
- ... Hair-style-care treatments
- ... Facial, use of masks
- ... Self and bridal make ups.

- ... Use of Henna, its designs and applications
- ... Manicure and pedicure
- ... Massage-Facial and body.
- ... Organization of beauty parlour.

Module 1

- Threading
- Pedicure
- Manicure
- Bleaching
- Waxing

Module 2

- Deluxe Pedicure
- Manicure
- Home Made Bleach
- Powder Bleach

Module 3

- Facial
- Face Pack (25 Types)
- Face Pack Theory
- Types of Skin

Module 4

- Simple Makeup
- Light Makeup
- Engagement Makeup
- Reception Makeup
- Stage Makeup

Module 5

- Type of Hair
- Heena
- Structure Of Hair
- Scalp Massage

Module 6

- Hair Styles
- Rolar Setting

Module 7

- Highlighting Colouring
- Dandruff Treatment
- Pressing

Module 8

- Nail Art
- Bridal Liquid Bindi

Module 9

- Saree wearing (All Types)
- Pre Bridal Makeup

Module 10

- Reception
- Presentation & Reception
- Mehandi

Module 11 & 12

- Cutting
- Trimming
- Light U
- Deep U
- Lazer
- Sleep Cut
- Bridal Makeup
- Lazer With Step
- Blunt
- Short Blunt
- Boy Cut
- Veg Cut
- Mushroom Cut

Diploma in Advance Cutting & Tailoring (DACT)

Course Code	Duration	Eligibility	Course Fee
VOC A 003	1 Year	+2	₹:12,000/-

- ✦ 40 रुमाल
- ✦ जांघिया (सादा)
- ✦ जांघिया (लास्टिक)
- ✦ छः कली का पेटीकोट
- ✦ चार कली का पेटीकोट
- ✦ सादा शमीज
- ✦ फिल वाला अन्डरवियर
- ✦ सादा झबला
- ✦ मेग्यर झबला
- ✦ पेंटी सूट
- ✦ तकिए का कवर
- ✦ कोम्बिनेशन सूट
- ✦ लेडिज कमीज
- ✦ ढाई मीटर वाली सलवार
- ✦ वन पीस फ्राक
- ✦ योक फ्राक
- ✦ प्लन फ्राक
- ✦ कली वाली फ्राक

- ✦ अम्ब्रेला फ्राक
- ✦ स्लेक्स
- ✦ जीन सूट
- ✦ सपोर्टिंग ब्लाउज
- ✦ टी शर्ट
- ✦ चुन्नर वाला गरारा
- ✦ बच्चों का नाईट सूट
- ✦ गोल गले वाली शमीज
- ✦ स्टैप वाला शमीज
- ✦ सादा ब्लाउज
- ✦ बॉडी कट ब्लाउज
- ✦ मेग्यर स्लीव ब्लाउज
- ✦ रेगलन स्लीव ब्लाउज
- ✦ हिप टाईट शर्ट
- ✦ लेडिज कुर्ता
- 1) मीटर वाली सलवार
- 2) मीटर वाली सलवार
- ✦ बेल्ट वाली सलवार

- ✦ पैरलर पयजामा
- ✦ बैल-बॉटम
- ✦ लेडिज नाईट सूट
- ✦ सादा मैक्सी
- ✦ नाईटी
- ✦ कलीदार मैक्सी
- ✦ योक वाली मैक्सी
- ✦ सादा पायजामा
- ✦ पैन्ट कट पायजामा

- ✦ नेहरू कुर्ता
- ✦ बंगाली कुर्ता
- ✦ जेन्टस नाईट सूट
- ✦ बुश शर्ट
- ✦ बैलिटड निक्कर
- ✦ जैन्टस शर्ट ओपन
- ✦ विभिन्न प्रकार की बांधे
- ✦ विभिन्न प्रकार की जेंबे
- ✦ Theory
- ✦ Layout

Diploma in Advance Dress Designing (DADD)

Course Code	Duration	Eligibility	Course Fee
VOC A 004	1 Year	+2	₹:12,000/-

- ✦ तकिये का कवर
- ✦ 1.5 मीटर वाली सलवार
- ✦ प्लेन फाक
- ✦ हिप टाईट शर्ट
- ✦ फिल वाला अंडरवियर
- ✦ पैंट कट पायजामा
- ✦ चार कली का पेटीकोट
- ✦ 2 मीटर वाली सलवार
- ✦ चुन्नर वाला गरारा
- ✦ लेडिज कुर्ता
- ✦ सादा झबला
- ✦ बंगाली कुर्ता
- ✦ छः कली का पेटीकोट
- ✦ पैरलर पायजामा
- ✦ गोल गले वाली शमीज
- ✦ सादा बेबी शमीज
- ✦ लेडिज नाईट सूट
- ✦ जैन्ट्स शर्ट ओपर
- ✦ बेल्ट वाली सलवार
- ✦ लेडिज कमीज
- ✦ सादा व ब्लाउज
- ✦ रोम्पर
- ✦ डाई मीटर वाली सलवार
- ✦ बेल बॉटम टॉप
- ✦ डस्टर कोट
- ✦ सादा मैक्सी
- ✦ योक फाक
- ✦ सादा पायजामा
- ✦ अलीगढ़ कट पायजामी
- ✦ स्पोर्टिंग ब्लाउज
- ✦ टी-शर्ट
- ✦ जैन्ट्स चुड़ीदार पायजामा
- ✦ नेहरू कुर्ता
- ✦ बच्चों का कोट
- ✦ बच्चों का नाईट सूट
- ✦ बैल्टिड पैंट बैल बादमद्ध
- ✦ बैल्टिड निक्कर
- ✦ स्टैप वाली शमीज
- ✦ बॉडी कट ब्लाउज
- ✦ वन पीस निक्कर
- ✦ बॉयलर सूट
- ✦ मेग्यर स्लीव ब्लाउज
- ✦ रेग्लन स्लीव ब्लाउज
- ✦ ऐलन स्लीव झबला

Different Types of :
Tucks, Seams, Pleats,
Quilting, Pockets,
Cuffs, Yokes, Collors
Sleeves, Salwar
Bottom, Frocks, Necks
Darts. Spirts Shirts,
Cushions, Nightys.

Diploma In Beautician Course Category B 6 Month Courses.

Course Code	Duration	Eligibility	Course Fee
VOC B 001	6 Month	+2	₹:7,500/-

Module 1

- Threading
- Pedicure
- Manicure
- Bleaching
- Waxing

Module 2

- Facial
- Face Pack (25 Types)
- Face Pack Theory
- Peeling
- Scrub

Module 3

- Simple Makeup
- Light Makeup
- Engagement Makeup
- Reception Makeup
- Stage Makeup

Module 4

- Hair Treatment
- Heena
- Dye
- Dandruff Treatment
- Roller Setting

Module 5

- Hair Styles
- Saree wearing

Module 6

- Cutting
- Bridal Makeup

Diploma in Home Science (DHS)

Course Code	Duration	Eligibility	Course Fee
VOC A 005	1 Year	+2	₹:12000/-

HOME SCIENCE

- Food & Nutrition
- Definition : Food, Nutrients & Nutrition
- Function of Food
- Nutrients : Study of Composition, Function, requirements effects of Definitions & food sources of the nutrients.
Digestion & absorption of food.
- Balance diet & Meal Planning for the family
- Reasons for cooking food (Methods of Cooking)
- Food Preservation : Causes of food spoilage, Principles of food,
- Preservation in home heating, cooling, drying, preserving by
- Pickling & Preparing squash & Jam.
- Diet Therapy (Diet Plan) Cooking (Practical)



CHILD DEVELOPMENT & MOTHER CARE

- Importance of Prenatal Care
- Preparation for the Delivery
- Feeding : Breast Feeding, Artificial Feeding, Weaning.
- Care of Child : Clothing, Bathing, Value of regular habits, rest & exercise
- Common ailments of children
- Recreation for young children : Toys, Different play material Nursery rhymes selection of books for children, soft toys.
- Child Psychology
- Child Care & Health

HOME MANAGEMENT

- Introduction to Home Management
- Basis for Management : (i) Values goal & standards (ii) Small family norms (iii) Resources : Human & Mankind.
- Management Process
- Qualities & Functions of Good Management
- Human Resources
- Material Resources
- Work Organisation
- The family budget
- Interior decoration
- Practical : Paintings, Decoration Pieces, Rangoli, Flower Arrangements etc.



CLOTHING & TEXTILES :

- Machine : Study of parts, Care, its defect & remedies
- Fibres
- Principles of Art
- Selection of suitable clothing
- Selection & Care of Household Textiles
- Bleaching & Firing of fabrics
- Dyeing & Principles
- Preparation of Sea ... embroidery samples
- Taking body measurements
- Drafting & construction of garments
- Knitting
- Method of stain removal

Diploma In Cutting & Tailoring (DCT)

Course Code	Duration	Eligibility	Course Fee
VOC B 002	6 Months	+2	₹:6000/-

प्रयोगात्मक पाठ्यक्रम

- ✦ 25 रूमाल
- ✦ छः प्रकार के टांके
- ✦ सिलाई से सम्बन्धित प्रश्न उत्तर की फाइल
- ✦ सिलाई मशीन को चलाने का अभ्यास
- ✦ जोधिया (लास्टिक)
- ✦ शमीज (सादा)
- ✦ अन्डरवियार (जैँटस)
- ✦ पायजामा (सादा)
- ✦ फ्राक (बेबी)
- ✦ अम्ब्रेजर फ्राक (अम्ब्रेला आस्तीन)
- ✦ पेटीकोट (चार कली)
- ✦ पेटीकोट (छः कली)
- ✦ स्कर्ट (बंद)
- ✦ ब्लाउज (दो प्रकार के गले व एकर के डिजाइन)
- ✦ सदा सलवार
- ✦ लेडिज सूट (सादा)
- ✦ गाऊन

सैधान्तिक पाठ्यक्रम

- ✦ प्रयोगात्मक फाईल
- ✦ जांधिया (सादा)
- ✦ पैट्रन बनाने का सिद्धान्त
- ✦ ड्राफ्टिंग करने का ज्ञान
- ✦ सिलाई मशीन के उपकरणों के नामों का ज्ञान
- ✦ मशीन की देखभाल से सम्बन्धित ज्ञान
- ✦ नमूनों की फाईल

Diploma in Dress Designing (DDD)

Course Code	Duration	Eligibility	Course Fee
VOC B 003	6 Months	+2	₹:6000/-

- ✦ छः रूमाल
- ✦ छः प्रकार के टांके
- ✦ शमीज (सादा)
- ✦ पायजामा (सादा)
- ✦ तकिये का कवर
- ✦ फ्राक (बेबी)
- ✦ पेटीकोट (चार कली)
- ✦ स्कर्ट (सादा व बाक्स प्लेट)
- ✦ टॉप (बंद)
- ✦ ब्लाउज
- ✦ सादा सलवार
- ✦ बैल्ट वाली सलवार
- ✦ लेडिज सूट (सादा)
- ✦ गाऊन

Different Types of : Tucks, Seaks, Pleats, Quilting.

Diploma in Interior Designing (DID)

Course Code	Duration	Eligibility	Course Fee
VOC B 004	6 Months	+2	₹:6000/-

- ✦ गृह सज्जा के सिद्धान्त
- ✦ शरीर रचना एवं गृह सज्जा
- ✦ फर्नीचर अरेंजमेंट
- ✦ फर्नीचर रचना
- ✦ रंग चक्र एवं रंग योजनाएं
- ✦ प्रकाश एवं रोशनी की व्यवस्था
- ✦ बेडरूम एवं ड्राइंग कम डाइनिंग की सजावट
- ✦ रसोईघर की प्लानिंग एवं सजावट
- ✦ परदे, वॉल पेपर, प्रकाश व्यवस्था एवं रंग पेंटस आदि
- ✦ कपबोर्ड एवं अलमारी डिजाइन
- ✦ बहुपयोगी, स्थान बचाने वाले बिहट-इन फर्नीचर
- ✦ पौधों से गृहसज्जा एवं फ्लॉवर अरेन्जमेंट

Nursery Teacher's Training (N.T.T.)

Nursery Teacher's Training course is mainly an activity based course in which the women are trained to teach nursery children psychologically using all the modern techniques & methods. Following are the highlights of this course

- Training for child care services
- Special emphasis on creative art & craft
- Teaching kids with care, co-operation and recreation
- Personality development Programme

If a lady does not want to get into job, at least the course will train her to be an ideal mother

Batch Timing	Duration	Eligibility	Seats	Medium
Morning / Afternoon	One Year	Metric	30 in Each Batch	English/Hindi/Punjabi/Regional Language

Syllabus

It is divided in two parts: (a) theory (b) Practical

(a) Theory	Marks
Child Psychology	100
Sociology & Guidance Topics	100
School Organisation	100
Principles of Education	100
Education Psychology	100
Modern Methods of Teaching	100



(b) Practical	Marks
Rhymes & story files (Rhyme, story telling)	100
Lesson plan file (Teaching Aids, Presentation)	100
Art work (Art craft file, Waste Material file, Flash cards/charts)	100
Craft work (Soft toys, Flower making pot decoration, painting, Pen Stand, First Aid Box)	100
Viva (Syllabus book, G.K.)	100

Note : This course is applicable for Play way, Pre Primary, Montessori & All Private & Public Schools Only.



Fee structure

Registration fee	:
Admission	:
Monthly tuition fee	:
Exam fee	:
Practical fee	:

Admission : A candidate must submit the prescribed form appended to the prospectus duly signed by their guardian with a recent passport size photograph affixed on it together with copies of relevant certificate of proof of age and education qualifications.

How to apply: The prospectus along with application form shall be obtained from the Study Center by paying Rs.100/-. The following Xerox copies of the certificates should be enclosed and attested by Gazetted officers

(1) Xerox copy of qualifying examination.

Last date of admission

		For June session	For December session
Without late fee	:	30 November	30 June
With late fee (Rs.200)	:	30 December	30 July

No admission is allowed after last date.

Last date of Exam Fees

		For June session	For December session
Without late fee	:	30 January	30 August
With late fee (Rs.200)	:	28 February	30 Sep.
With late fee (Rs.500)	:	30 Apr.	30 Oct.

Practical: Practical exam will be held from 1st February to 15th February for June session and 1st Nov. 30th Nov. for Dec. session. Students are advised to confirm the date of practical from their study center. Absent students will not be eligible for theory examination.

Examination: Theory examination will be conducted in the month of May every & supplementary exams will be held in the month of December. The examination centers are in all major cities.

Certification: Exams for teachers training course will be conducted by IINTT and certificates will be issued by IINTT

Enclosure: Photocopy of all the educational qualifications (from matric/10th onwards) must be enclosed along with the application form. (No original certificate is to be attached)

Identity card: The selected candidate will be issued an identity Card bearing his/her Registration number and relevant particulars. If you won't get your I-card from the date of admission, please contact immediately to head office.

IINTT can change any schedule, rule and regulation at time All matters will be subject to Delhi's legal jurisdiction only. Fee once paid will not be refunded.