

Aptech



Unleash your potential

ITEC / SCAAP PROGRAMMES 2016-17

Experience Incredible Training in Incredible India!

Come to Aptech....



ITEC / SCAAP programmes
Sponsored by : Ministry of External Affairs,
Government of India

INDIA AND I.T.

Incredible India! An apt description for a country which is one of the biggest democracies in the world. Where centuries co-exist and the modern blends seamlessly with the ancient. Where hospitality is a tradition, and development a passion. A beauty beyond description, beyond compare. An ancient civilization, as old as history itself. India is a glittering mosaic of people of different faiths and cultures, of varying climatic zones, of greenery and deserts, rivers and mountains, modernity and tradition.



This ancient land fascinates the visitor with its size, culture, diversity, colors, scents, styles, customs, languages, architecture and geography. Home to the Indus Valley Civilization and a region of historic trade routes and vast empires, the Indian subcontinent was identified with its commercial and cultural wealth for much of its long history. With its history dating back to 3200 BC, India today is a pluralistic, multilingual, and multiethnic society. With 22 official and 1599 languages & dialects, Indian culture is a rich confluence of various diversities.



India is a republic consisting of 29 states and 7 union territories, with a parliamentary system of democracy. It is one of the fastest growing economies in the world.

India is a perfect combination of tradition merged with knowledge and learning. From discovering zero to mammoth leaps in Information Technology, India has always been ahead in education, which has ensured its spectacular progress in technology.

'A big thanks to our trainer. She taught us very well and tried to help each of us individually. She is the best teacher I've ever come across. I am happy I came to India and especially so because I took this course at Aptech, where everyone was helpful and friendly.'

Meerim Mukambetova, Kyrgyzstan (Graphic & Web Designing)

APTECH LIMITED

Aptech Limited is a global learning solutions company, focussed on career development through its comprehensive career programs, which have the power to catapult a student's professional life into the fast lane. It's forte is constant skilling and updating existing skills – a process that students go through during their courses with Aptech. This methodical, yet rigorous training transforms students into dynamic, job-ready professionals.

Aptech has a presence in more than 40 emerging countries through its three main streams of businesses – Individual Training, Enterprise Business & Content for Schools.

Under Individual Training, Aptech offers career and professional training through its brands - **Aptech Computer Education** (IT Training), **Arena Animation & MAAC** (Multimedia & Animation Training), **Aptech Hardware & Networking Academy** (Hardware & Networking Training), **Aptech Aviation & Hospitality Academy** (Aviation, Hospitality & Tourism Training) and **Aptech English Learning Academy** (English Language Training).

Its Enterprise Business includes **Aptech Training Solutions** (Training Solutions for Corporates & Institutions) and **Aptech Assessment & Testing Solutions** (Assessment Solutions for Corporates & Institutions)

The brand **Aptech Learning Ladder** caters to Content for Schools

Aptech's international operations encompass countries across Africa, Latin America, Eastern Europe, Central Asia, South East Asia, China, Middle East, APAC and SAARC.



'The course made me realize that learning is continuous and there is lots more to learn along areas of English & Business Communication. The course has filled the gap between what I know and what I did not know. The topics that I learnt in the course are essential for my current job. Moreover, my exposure to the diversity of my classmates made me appreciate life more in general, and mine in particular.'

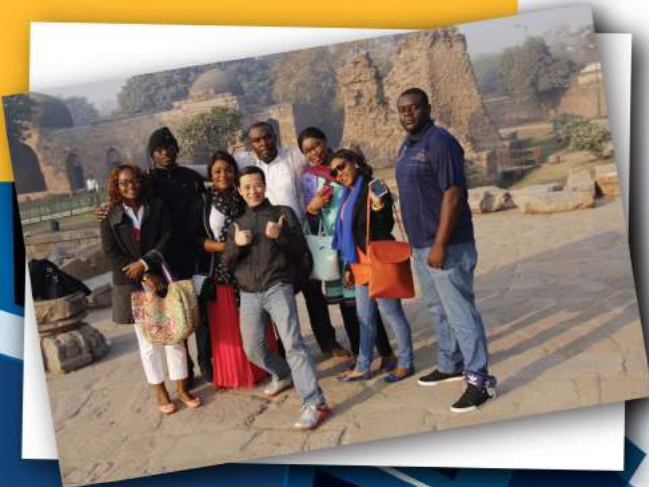
Mee Jay Domingo, Philippines (English & Business Communication)

ITEC/SCAAP PROGRAMME

The Indian Technical and Economic Cooperation (ITEC) programme was launched on 15th September, 1964 as a bilateral programme of assistance of the Government of India. It is the flagship programme of the Indian Government's technical cooperation effort, not only because of its wide geographical coverage but also for innovative forms of technical cooperation. ITEC is about cooperation and partnership for mutual benefit. It is focused on addressing the needs of developing countries.

The ITEC Programme, which is fully-funded by the Government of India, has evolved and grown over the years. Under ITEC and its corollary SCAAP (Special Commonwealth African Assistance Programme), 161 countries in Asia, East Europe (including former USSR), Central Asia, Africa, Latin America, the Caribbean as well as Pacific and Small Island countries are invited to share in the Indian developmental experience in various fields.

As a result of various activities under ITEC programme, there is now a visible and growing awareness among other countries about the competence of India as a provider of technical know-how and expertise as well as training opportunities, consultancy services and feasibility studies. Over the years, the technical and economic assistance programme of Ministry of External Affairs has generated immense goodwill and substantive cooperation among the developing countries.



'The course at Aptech is really outstanding. When I came here, my English speaking skills were not good enough and my self confidence while speaking in front of people was missing. All this became a thing of the past with Aptech ! I will never forget what the Government of India and Aptech have done for me.'

Abdul Kudus Bah, Sierra Leone
(English & IT skills)

APTECH & ITEC/SCAAP PARTNERING FOR A BETTER FUTURE

The Ministry of External Affairs - Govt. of India, has entrusted Aptech to provide quality IT, Multimedia & Language training to participants across the globe.

Aptech has conducted many courses for the ITEC/SCAAP participants from countries like Afghanistan, Angola, Antigua & Barbuda, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Bangladesh, Benin, Bermuda, Belarus, Bhutan, Bolivia, Botswana, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Chad, Chile, Republic of Congo, Colombia, Comoros, Costa Rica, Croatia, Cuba, Czech Republic, Dominican Republic, Democratic Republic of Congo, Djibouti, East Timor, Ecuador, Egypt, El Salvador, Estonia, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea Bissau, Guyana, Haiti, Honduras, Hungary, Indonesia, Iran, Iraq, Ivory Coast, Jordan, Kazakhstan, Korea, Kyrgyzstan, Lao PDR, Lebanon, Lesotho, Liberia, Libya, Lithuania, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nepal, New Guyana, Nicaragua, Niger, Nigeria, Oman, Papua New Guinea, Panama, Palestine, Peru, Philippines, Poland, Republic of Sudan, Republic of South Sudan, Romania, Russia, Rwanda, Senegal, Serbia, Sierra Leone, Seychelles, Slovakia, Solomon Islands, South Africa, Sri Lanka, St. Lucia, St. Vincent & Grenadines, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad & Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia & Zimbabwe to name a few.



'The course at Aptech is of a very high standard, carried out with different theoretical and practical techniques, which help the student to learn easily and efficiently. All teachers are highly educated. The teaching methodology is excellent.'

Khash Erdene Oyun, Mongolia (English & Graphic Designing)



ITEC@APTECH

Aptech conducts its ITEC/SCAAP Programme in Delhi, the capital city of India. Delhi is a multicultural, multilingual international metropolis with excellent tourist spots & recreational facilities. Delhi has various resorts, restaurants & cafés serving a rich variety of world cuisine.

The city has a rich & colorful past going back to several centuries. Historic forts, temples, mosques & other monuments draw tourists from around the globe. The prominent landmarks in Old Delhi include the majestic Red Fort, the historical Chandni Chowk, besides Raj Ghat and Shanti Vana, the last two being memorials, constructed after India's Independence in 1947.

New Delhi, on the other hand, is a spacious, open modern city designed by Edwin Lutyens and Herbert Baker. It's notable attractions include the Rashtrapati Bhawan, the one time imperial residence of the British Viceroys; India Gate, a memorial raised in honour of the Indian soldiers martyred during the Afghan war; Qutab Minar, built by Qutub-Ud-Din Aibek of the slave Dynasty; Humayun's Tomb, a mausoleum which is a fine synthesis of Persian architecture and Indian traditions; and the Lotus-shaped Baha'i Temple. The spectacular Akshardham temple, the latest addition to Delhi's architectural wonders, is one of the biggest and most intricate places of worship ever constructed.

'Aptech is a very welcoming institute and I consider myself the luckiest person to be a student/product of Aptech. A wonderful and humble lecturer, who put in a lot of time with each one of us individually to make us understand 100%. India has added precious moments to my life. I learnt a lot of things here and I have a big story to tell.'

Anna Ndinelago Nakahwa Amupolo,
Namibia
(Graphic & Web Designing)



COURSE CALENDAR 2016-17

S.No.	Name of the course	Qualification required	Duration	Period	
				From	To
01	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential.	10 Weeks	14.06.16	19.08.16
02	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of basic English & computers is essential. A creative bent of mind is a must.	14 Weeks	12.07.16	14.10.16
03	Certificate of Proficiency in English & IT Skills	Prior knowledge of basic English is essential.	10 Weeks	23.08.16	28.10.16
04	Certificate of Proficiency in English & Business Communication	Prior knowledge of basic English is essential.	10 Weeks	06.09.16	11.11.16
05	Certificate of Proficiency in English Communication & Web Designing	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14 Weeks	18.10.16	20.01.17
06	Certificate of Proficiency in Graphic & Web Designing	Prior knowledge of computers & a creative bent of mind is essential.	12 Weeks	29.11.16	17.02.17
07	Advanced Certificate in Web Design & Development	Prior knowledge of computers is essential. Knowledge of a programming language will be an advantage.	14 Weeks	29.11.16	03.03.17
08	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14 Weeks	20.12.16	24.03.17
09	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential.	10 Weeks	03.01.17	10.03.17
10	Certificate of Proficiency in English & Business Communication	Prior knowledge of Basic English is essential.	10 Weeks	24.01.17	31.03.17
11	Certificate of Proficiency in Graphic & Web Designing	Prior knowledge of computers & a creative bent of mind is essential.	12 Weeks	21.02.17	12.05.17
12	Certificate of Proficiency in English Communication & Web Designing	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14 Weeks	07.03.17	09.06.17

CERTIFICATE OF PROFICIENCY IN ENGLISH & IT SKILLS

Duration : 10 Weeks

Batch 1 : From 14.06.16 To 19.08.16

Batch 2 : From 23.08.16 To 28.10.16

Batch 3 : From 03.01.17 To 10.03.17

Eligibility Criteria for Participants: Prior knowledge of Basic English is essential

Aim & Objective of the Course: Prepares the student to acquire skills for fluency in English Communication for everyday & business situations along with basic IT skills.

SYLLABUS

Information Technology

- Working with Windows
- Office Automation Tools
- Basic, Intermediate & Advanced MS Word
- Basic, Intermediate & Advanced MS Excel
- Intermediate & Advanced MS Power Point
- Basic MS Access
- Integrating Office Tools

English Communication

- Audio visual program tackling day to day situations.
- Global English for workplace
- Structure of English language, pronunciation, intonation and syllable stress
- Accent neutralization
- Comprehending diverse western accents and understanding culture communication over distances
- Consonant and Vowel sound used in the

international phonetic alphabet of neutral English

- Variation in British and American English
- Business communication including English at Workplace
- Telephone Skills
- Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Conversation
- Memos and Email
- Letter Layout
- Spelling
- Punctuation
- Numerals
- Writing Tactfully
- Use of Active and Passive Voice
- Structure and Planning of a Letter
- Types of Letters
- Job Application & CV



'The skills that I gained from my English and IT classes will really help me in my work. I really improved in both the areas of study. This course gave me an opportunity to be acquainted with wonderful people from all over the world.

Anna Ramanenka, Belarus (English & IT skills)

CERTIFICATE OF PROFICIENCY IN GRAPHIC DESIGNING & ENGLISH COMMUNICATION

Duration : 14 Weeks

Batch 1 : From 12.07.16 To 14.10.16

Batch 2 : From 20.12.16 To 24.03.17

Eligibility Criteria for Participants: Prior basic knowledge of computers & English is essential. Inclination towards creativity will be an advantage.

Aim & Objective of the Course: To prepare the participants to acquire concepts of digital graphics and equip them with thorough knowledge of creating, image - editing and publishing graphics along with preparing them to acquire skills for fluency in English Communication for everyday & business situations.

SYLLABUS

Graphic Designing

- Fundamentals of Computers, Multimedia & Internet
- Concepts of Graphics
- Creating Illustrations using Illustrator & Corel Draw
- Image Magic, Print & Web using Photoshop & Corel Draw
- Advertising Concepts
- Media Publishing using Indesign
- Project

English Communication

- Audio visual program tackling day to day situations.
- Global English for workplace
- Structure of English language, pronunciation, intonation and syllable stress
- Accent neutralization
- Comprehending diverse western accents and understanding culture communication over distances
- Consonant and Vowel sound used in the international phonetic alphabet of neutral English

- Variation in British and American English
- Business communication including English at Workplace
- Telephone Skills
- Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Conversation
- Memos and Email
- Letter Layout
- Spelling
- Punctuation
- Numerals
- Writing Tactfully
- Use of Active and Passive Voice
- Structure and Planning of a Letter
- Types of Letters
- Job Application & CV



'Aptech is very well organized - with professional management, excellent trainers and efficient service staff. The lessons are very detailed, teachers are patient and books are very helpful.

Dovran Sariyev, Turkmenistan
(English & Graphic Designing)

CERTIFICATE OF PROFICIENCY IN ENGLISH & BUSINESS COMMUNICATION

Duration : 10 Weeks

Batch 1 : From 06.09.16 To 11.11.16

Batch 2 : From 24.01.17 To 31.03.17

Eligibility Criteria for Participants: Prior knowledge of Basic English is essential

Aim & Objective of the Course: Prepares the student to acquire skills for fluency in English Communication for everyday & business situations.

SYLLABUS

- Audio visual program tackling day to day situations.
- Global English for workplace
- Structure of English language, pronunciation, intonation and syllable stress
- Accent neutralization
- Comprehending diverse western accents and understanding culture communication over distances
- Consonant and Vowel sound used in the international phonetic alphabet of neutral English
- Variation in British and American English
- Business communication including English at Workplace
- Telephone Skills
- Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Conversation
- Memos
- Letter Layout
- Spelling
- Punctuation
- Numerals
- Writing Tactfully
- Use of Active and Passive Voice
- Structure and Planning of a Letter
- Types of Letters
- Job Application & CV
- Delivering a persuasive speech
- Successful Meeting Skills
- Electronic Communication
- Writing Business Reports
- Negotiation Skills
- Cross Cultural Communication Skills



'I learnt a lot from my trainer and from my batch mates, as all of them were from different countries with different backgrounds. I found all the aspects of the training to be useful for me. I highly rate the management of Aptech.'

Kanykei Zhunushova, Kyrgyzstan (English & Business Communication)

CERTIFICATE OF PROFICIENCY IN ENGLISH COMMUNICATION & WEB DESIGNING

Duration : 14 Weeks

Batch 1 : From 18.10.16 To 21.01.17

Batch 2 : From 07.03.17 To 09.06.17

Eligibility Criteria for Participants: Prior basic knowledge of English & computers is essential. Inclination towards creativity will be an advantage.

Aim & Objective of the Course: This course prepares the student with skills to design interactive, rich and eye catching animated Web sites, host and maintain them along with preparing them to acquire skills for fluency in English Communication for everyday & business situations.

SYLLABUS

Web Designing

- Concepts of Multimedia and Internet
- Web Designing Concepts
- Image Magic with Photoshop
- Animation with Photoshop
- Designing Web pages with HTML
- Designing Web pages with CSS
- Developing Interactive Web pages using JavaScript
- Web animation with Flash
- Web weaver with Dreamweaver
- Project

English Communication

- Audio visual program tackling day to day situations.
- Global English for workplace
- Structure of English language, pronunciation, intonation and syllable stress
- Accent neutralization
- Comprehending diverse western accents and understanding culture communication over distances
- Consonant and Vowel sound used in the

- international phonetic alphabet of neutral English
- Variation in British and American English
- Business communication including English at Workplace
- Telephone Skills
- Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Conversation
- Memos and Email
- Letter Layout
- Spelling
- Punctuation
- Numerals
- Writing Tactfully
- Use of Active and Passive Voice
- Structure and Planning of a Letter
- Types of Letters
- Job Application & CV



'The course is very good and subjects are interesting and very well taught. The teachers are well prepared, patient and caring. Everything is well coordinated.'

Fernando Aguilera Sáez, Cuba
(English & Web Designing)

CERTIFICATE OF PROFICIENCY IN GRAPHIC & WEB DESIGNING

Duration : 12 weeks

Batch 1 : From 29.11.16 To 17.02.17

Batch 2 : From 21.02.17 To 12.05.17

Eligibility Criteria for Participants: Prior basic knowledge of computers is essential. Inclination towards creativity will be an advantage.

Aim & Objective of the Course: To prepare the participants to acquire concepts of digital graphics and equip them with thorough knowledge of creating, image-editing and publishing graphics. It also prepares the student with skills to design interactive, rich and eye catching animated Web sites, host and maintain them.

SYLLABUS

- Concepts of Multimedia and Internet
- Concepts of Graphics & Web Designing
- Creating Illustrations using Illustrator
- Image Magic - Print & Web using Photoshop
- Media Publishing using Indesign
- Animation with Photoshop
- Designing Web pages with HTML
- Designing Web pages with CSS
- Developing Interactive Web pages using JavaScript
- Web animation with Flash
- Web weaver with Dreamweaver
- Project



'The course is perfectly organized and taught. I've learnt so much and hope to use my new skills when I return home. I admire the patience and professionalism of the instructor. She possesses the knowledge, skills and personality. Well done Aptech! India is a beautiful and diverse nation with wonderful people. The places and buildings I visited, have reinforced my own spiritual and moral framework. I feel blessed and privileged to be in India. I will miss it. I hope I can come again.'

Elvin Ryan Germain, St. Lucia
(Graphic & Web Designing)

ADVANCED CERTIFICATE IN WEB DESIGN & DEVELOPMENT

Duration : 14 Weeks

From : 29.11.16 To 03.03.17

Eligibility Criteria for Participants: Prior basic knowledge of computers is essential. Inclination towards creativity & knowledge of a programming language will be an advantage.

Aim & Objective of the Course: This course prepares the student with skills to design interactive, rich and eye catching animated Web sites, host and maintain them.

SYLLABUS

- Concepts of Multimedia and Internet
- Web Designing Concepts
- Image Magic with Photoshop
- Animation with Photoshop
- Designing Web pages with HTML
- Designing Web pages with CSS
- Developing Interactive Web pages using JavaScript
- Developing Dynamic Web pages using PHP
- Creating Databases using MySQL
- Web animation with Flash
- Designing, Developing & Hosting Web pages with Dreamweaver
- Project



'The Web Design & Development course at Aptech is very effective, in accordance to today's market trends and in sync with modern technologies. It is well organized, prepared and taught by professional lecturers. I enjoyed my studies and the trip. Wish to come back for more!'

Proneth Ieng, Cambodia (Advanced Web Design & Development)

RESIDENTIAL FACILITIES & ALLOWANCES

Residential Facilities: Well-furnished, well-equipped, air-conditioned residential facilities will be provided in a hotel as per the directives of the Ministry of External Affairs, Govt. of India.

Allowances: A monthly allowance of INR 25000/- will be given to the participants for day-to-day requirements. The training programme is funded by the Govt. of India and the participants will be provided with economy class tickets from the Indian Mission of their respective countries.



Venue of the Training programme: Training programmes will be conducted at Aptech centre, with state-of-the-art lab facilities and classrooms & conducive learning environment. Individual Computers will be provided. Each participant will get Aptech's internationally accepted Courseware.

Study Tours: India has a rich cultural heritage and the ITEC/SCAAP participants will have an opportunity to visit the world-renowned monuments & heritage structures in the cities of Delhi, Agra and Jaipur. In Delhi, the participants will get to visit monuments like the Red Fort, India Gate, Lotus Temple, World Peace Pagoda, Qutab Minar and the Raj Ghat.

In Agra, the participants will get to see the glorious Taj Mahal, which is one of the Seven Wonders of the World. The Pink City of Jaipur houses monuments and architectural wonders such as Hawa Mahal, Jai Garh Fort, Jantar Mantar & Maharaja Palace.

'My stay in India was awesome, the people in the school are great, the hotel was good. It was a life changing experience. The culture and diversity of India is amazing. The course has all the topics that help you become an able graphic & a web designer.'

Tsunki Escandón Dután, Ecuador (Graphic & Web Designing)

HOW TO APPLY?

Applicants are required to apply for ITEC training program by filling up the online application form (<https://www.itecgoi.in>). Take a print out of the filled form. This form, along with the required documents, is to be submitted to the Nodal/Designated Government Department/ Agency of applicant's country.

Nodal/Designated Department/Agency forwards the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country along with an undertaking by the candidate and certification from the employer (Part-II of Application Form).

Candidates can later check the status of their application by logging-in at www.itecgoi.in. Make a note of credentials for log-in while filling up the form, for future reference.

TO APPLY FOR AN APTECH COURSE

- Open the website <https://www.itecgoi.in/index.php>
- Go to the header 'Apply for ITEC'
- In the drop down menu open 'Apply Now'
- Open IT, Telecommunication And English Courses
- Click on 'Aptech'
- Scroll down on approved courses and click on 'Apply'

WHO CAN APPLY ?

- Officials in Government, Public Sectors, Universities, Chambers of Commerce and Industry, etc.
- Candidates should possess adequate work experience.

ELIGIBILITY CRITERIA FOR ADMISSION TO COURSES

- Academic qualifications as laid down by the Institute for the Course concerned.
- Working knowledge of English required to follow the Course.
- Age between 25 to 45 years.
- Medically fit to undertake the training.



PARTICIPANTS' SPEAK

'Most of the topics covered in this course were very helpful. Keeping in mind that the lecturers had to work with participants with such different levels of knowledge, it went off very well. I am very happy and satisfied. Special compliments to both the trainers - they are both awesome !'

- Vytautas Matulevičius, Lithuania
(English & Web Designing)



'The course is very useful and a great opportunity to refine my professional skills. It is very informative, interesting & result oriented and disseminated with a lot of useful techniques, which helped me to learn a lot of new things, easily and efficiently. The trainer is very friendly, talented, polite, patient experienced and capable. I thank the Ministry of External Affairs and Aptech for granting me this opportunity.'

- Satheesh Abdul Gaffoor, Sri Lanka
(Advanced Web Design & Development)





'The training was very good and I've greatly benefitted from it. Especially English - it gave me the courage to talk. I was exposed to Web Designing for the first time and it was very useful. My stay in India was very interesting. I enjoyed the streets, traditions, people and Aptech. My two trainers were amazing. I want to come back to the lovely, colorful India.'

- Shaymaa Anwr Ibrahim, Iraq
(English & Web Designing)



'The training was very interesting and the trainer - excellent! Having classmates from different countries was enriching. Thank you for this unique experience - the programme, the courseware, the tours, the royal treatment that we got - everything was perfect.'

-Raholiarimalala Norohanitra, Madagascar
(English & Business Communication)






The Advanced Web Design & Development course at Aptech is interesting & useful. I could learn many new technologies to develop a dynamic website. The tutors are excellent - approachable whenever we have doubts and very patient. I did not just learn web designing, but also the strategy adopted by the trainers.'

-Aita Raj Limboo, Bhutan
(Advanced Web Design & Development)



'I am very thankful to the Ministry of External Affairs and to Aptech for giving me this chance. I am very lucky and happy to be here. The experiences that I had here will surely help me in my work. Learning from top class professors.... I feel blessed.'

-Kamola Rasulova, Uzbekistan (English & Business Communication)



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