

ITEC / SCAAP PROGRAMMES 2010 -2011

Experience Incredible Training in Incredible India!
Come to Aptech...



ITEC / SCAAP programmes

Sponsored by
Ministry of External Affairs, GOI

 **APTECH**[™]
Global Learning Solutions

India and IT

Incredible India! An apt description for a country which is one of the biggest democracies in the world. A rich cultural heritage, diverse geographical features, fascinating traditions, progressive industrial & commercial environment and warm, vibrant & dynamic people define India.

Pristine mountain ranges, languorous rivers, lush forests and breathtakingly beautiful landscapes mark the geography of the Indian sub-continent. 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. India is a republic consisting of 28 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.





About Aptech

Aptech Limited, a Global Learning Solutions Company with a presence across 5 continents, is playing a key role in helping individuals, organizations and nations adapt to the changing requirements of a knowledge-driven world. Aptech commenced its IT education & training business in 1986 and has trained over 5 million students – globally.

Aptech is an ISO 9001:2000 organization and was the first IT training and education organization in Asia to receive the ISO 9001 quality certification for Education Support Services in 1993.

Aptech's various business lines include IT Training (Aptech Computer Education) Animation & Multimedia Training (Arena Animation); Aviation, Hospitality, Travel & Tourism Training (Avalon Academy); Hardware & Networking Training (N-Power); English Language Academy

(English Express); Learning Content Development (Aptech Learning Services); Training Solutions for Corporates & Institutions (Aptech Training Solutions) and Assessment & Certification Solutions (ATTEST).

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

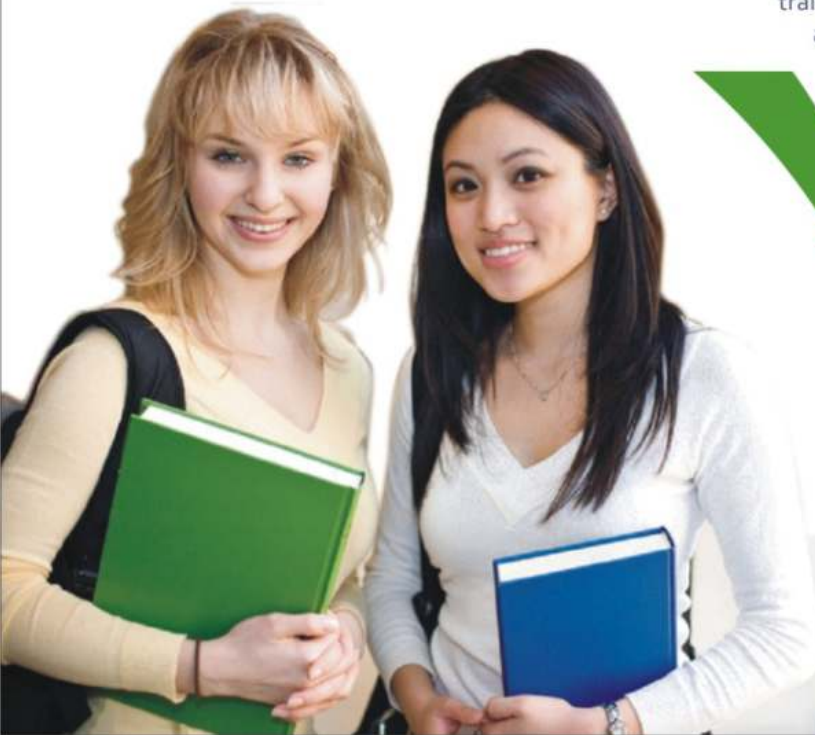


ITEC/ SCAAP Programme

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), 158 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.

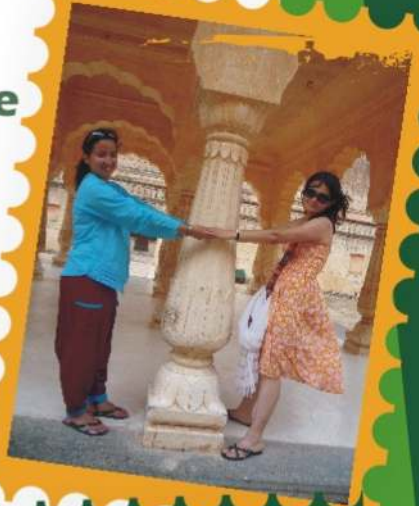
As a result of various activities under ITEC programme, there is now a visible and growing awareness among other countries about the competence of India as a provider of technical know-how and expertise as well as training opportunities, consultancy services and feasibility studies. Over the years, the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



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.

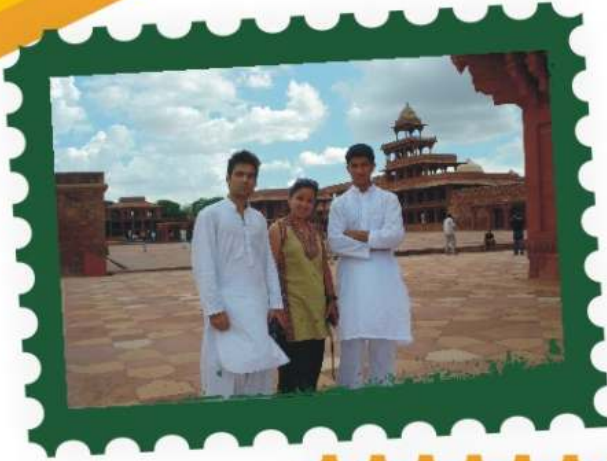
Aptech has conducted many courses for the ITEC/SCAAP participants from countries like Afghanistan, Antigua & Barbuda, Armenia, Azerbaijan, Bangladesh, Bolivia, Botswana, Bhutan, Bulgaria, Burkina Faso, Burundi, Cambodia, Chile, Costa Rica, Colombia, Congo, Cuba, Czech Republic, Dominican Republic, Egypt, Estonia, EL Salvador, Ecuador, Ethiopia, Fiji, Gambia, Georgia, Ghana, Guatemala, Guyana, Honduras, Iran, Iraq, Ivory Coast, Indonesia, Jordan, Kazakhstan, Korea, Kyrgyzstan, Lao PDR, Liberia, Libya, Lithuania, Macedonia, Madagascar, Malawi, Maldives, Mauritius, Mauritania, Mongolia, Montenegro, Mozambique, Mexico, Myanmar, Namibia, Nepal, New Guyana, Nigeria, Oman, Papua New Guinea, Peru, Panama, Palestine, Philippines, Poland, Romania, Russia, Senegal, Seychelles, Sierra Leone, South Africa, Solomon Islands, St. Lucia, St. Vincent & Grenadines, Sri Lanka, Slovakia, Sudan, Suriname, Syria, Tanzania, Tajikistan, Tonga, Trinidad & Tobago, Turkey, Turkmenistan, Uganda, Uzbekistan, Ukraine, Vanuatu, Venezuela, Vietnam, Yemen, Zambia & Zimbabwe to name a few.



ITEC/SCAAP@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.



Course Schedule 2010 - 2011

S. No.	Name of the course	Qualification required	Duration (Weeks)	Period	
				From	To
1.	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential	10 weeks	16.06.10	24.08.10
2.	Certificate of Proficiency in Web Designing	Prior basic knowledge of computers is essential. Inclination towards creativity will be an advantage.	10 weeks	16.06.10	24.08.10
3.	Certificate of Proficiency in English Communication	Prior knowledge of Basic English is essential.	8 weeks	01.09.10	26.10.10
4.	Certificate of Proficiency in Graphic Designing	Prior basic knowledge of computers & a creative bent of mind is essential.	8 weeks	01.09.10	26.10.10
5.	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential	10 weeks	09.11.10	17.01.11
6.	Certificate of Proficiency in Web Designing	Prior basic knowledge of computers is essential. Inclination towards creativity will be an advantage.	10 weeks	09.11.10	17.01.11
7.	Certificate of Proficiency in English Communication	Prior knowledge of Basic English is essential.	8 weeks	22.01.11	18.03.11
8.	Certificate of Proficiency in Graphic Designing	Prior basic knowledge of computers & a creative bent of mind is essential.	8 weeks	22.01.11	18.03.11
9.	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential	10 weeks	23.03.11	31.05.11
10.	Certificate of Proficiency in Web Designing	Prior basic knowledge of computers is essential. Inclination towards creativity will be an advantage.	10 weeks	23.03.11	31.05.11

Certificate of Proficiency in Web Designing

Duration : 10 Weeks

Batch 1 - From Jun 16, 2010 to Aug 24, 2010

Batch 2 - From Nov 9, 2010 to Jan 17, 2011

Batch 3 - From Mar 23, 2011 to May 31, 2011

Eligibility criteria for participants: Prior basic knowledge of 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.

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
- ▶ Web animation with Flash
- ▶ Web weaver with Dreamweaver
- ▶ Project



Certificate of Proficiency in English & IT Skills

Duration : 10 Weeks

Batch 1 - From Jun 16, 2010 to Aug 24, 2010

Batch 2 - From Nov 9, 2010 to Jan 17, 2011

Batch 3 - From Mar 23, 2011 to May 31, 2011

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:

English -

- ▶ 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 direct & indirect speech
- ▶ Structure and Planning of a Letter
- ▶ Types of Letters
- ▶ Job Application & CV
- ▶ Common communication errors
- ▶ Debates, Presentations, Role Plays & Group Discussions
- ▶ Tests & Assignments

Information Technology -

- ▶ Working with Windows
- ▶ Office Automation Tools
- ▶ Basic, Intermediate & Advanced MS Word
- ▶ Basic, Intermediate & Advanced MS Excel
- ▶ Intermediate & Advanced MS PowerPoint
- ▶ Access 2000
- ▶ Integrating Office Tools



Certificate of Proficiency in Graphic Designing

Duration : 8 Weeks

Batch 1 - From Sept 1, 2010 to Oct 26, 2010

Batch 2 - From Jan 22, 2011 to Mar 18, 2011

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.

Syllabus :

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



Certificate of Proficiency in English Communication

Duration : 8 Weeks

Batch 1 - From Sept 1, 2010 to Oct 26, 2010

Batch 2 - From Jan 22, 2011 to Mar 18, 2011

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 and Email
- ▶ Letter Layout
- ▶ Spelling
- ▶ Punctuation
- ▶ Numerals
- ▶ Writing Tactfully
- ▶ Use of direct & indirect speech
- ▶ Structure and Planning of a Letter
- ▶ Types of Letters
- ▶ Job Application & CV
- ▶ Common communication errors
- ▶ Debates, Presentations, Role Plays & Group Discussions
- ▶ Tests & Assignments



Residential Facilities & Allowance

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 Rs. 10,000/- 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 & Internet connectivity 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, Humayun's Tomb, 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 & Agra Fort. The Pink City of Jaipur houses monuments and architectural wonders such as Hawa Mahal, Amber Fort, Jantar Mantar, Maharaja Palace, Birla Mandir & Albert Hall.



How to apply

The interested candidates can participate in the programmes through the following procedure:

- ▶ Contact the Indian Embassy or High commission in your country and fill the nomination form (Application form for applying for the course).
- ▶ Forward the completely filled nomination form through your respective organization to nearest Indian Embassy or High commission.
- ▶ The Indian Embassy /High commission will then forward the form to the Technical Co-operation Division of Ministry of External Affairs, Government of India, who will send it to Aptech for acceptance.
- ▶ On approval by the Ministry of External Affairs, New Delhi, the Indian Embassy / High commission will arrange for the candidates travel to and fro at the expense of Government of India.

Who can apply?

- ▶ Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry, etc.



Participants' Speak

Dear Aptech Organizers – Thank you for everything! This course has been interesting and educative and I hope my Government can send me again. Big thanks to my teacher & to Aptech.

- Haalima Kayumova, Tajikistan



The course provided me with relevant learning experience, both from the syllabus & from my classmates. Our teacher utilized certain strategies that made our class lively & fun - while being sensitive to the needs of every student, ensuring that everyone understood well.

- Lahaina Sue Corpus Azarcon, Philippines



India has been a wonderful place to stay & learn. Friendly warm people, just as I was told and I saw it myself! The course is well outlined, the faculty ready to help & give all her knowledge. I intend to implement whatever knowledge I gained in Incredible India.

- Mercy Manjeza, Zambia



The course was very effective and I have started communicating much better. For me India is an extraordinary country – a lot of amazing places...I discovered something new everyday. Thanks for everything.

- Yuliana Farnatovna Komolovalova, Turkmenistan





I like the methodology that teacher applied. It's really improved my English. I loved the debates and exercises conducted during the classes.

- Yuni Herlina Harahap, Indonesia

Web Designing – the course itself is an interesting one. The flow between the student and the teacher is amazing, the class environment and the learning material is superb. My stay in India is an added advantage – I have made so many new friends, learnt so many things that will help me in life. It is an experience that will not be forgotten in my life.

- Eugene Uchendu, Nigeria



The course allowed me to improve my Communication and IT skills. I really appreciate Aptech's effort in making us comfortable and feel at home. My stay in India has been a life changing experience, giving me an opportunity to see so many wonderful places that will forever be a part of my memory.

- Maimuna Drammeh Danso, Gambia



Aptech's Graphic Designing course enlightens you to face and overcome challenges. Tutorials were tremendous & I am most grateful for the opportunity I was exposed to. The people of India are friendly and ready to teach you everything you ask. I will forever remember the good hospitality.

- Frederick Mante, Ghana



Participants' Speak

The lively sessions at Aptech not only helped me to improve my communication skills and command over English, but it has also improved my ability to think.

- Narine Harutyunyan, Armenia

My stay in India was even more satisfying than I would have thought possible. The course, organization, the accommodation & helpfulness of Aptech staff exceeded expectations. The course has both improved my knowledge of English Communication as well as broadened my view of the world.

- Jeva Kasaitė, Lithuania

Attending the Graphic Designing Course at Aptech got me into contact with skills & much needed knowledge. It has been the most rewarding experience. Everything I studied through this course will brighten my routine day's work & my future.

- Tep Vithya, Cambodia.

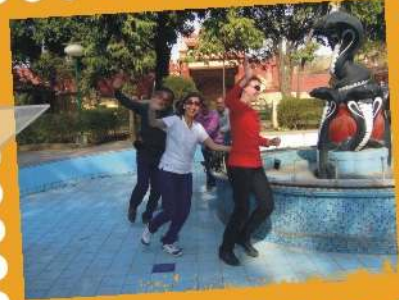
The whole experience in India was really wonderful. The course was good, the teacher patient and really knowledgeable. The trips, accommodation, the facilities and Aptech personnel were great. I have to say Thank You!

- Jessie Mory V, Costa Rica



I had a dream to be in India, which came true when I joined the course at Aptech. The course was very professionally delivered – the way the instructor disseminated information and the way she controlled the lecture was admirable. It will really add value to my work. I admire India a lot – the history, the civilization, movies & kindness of the Aptech staff.

- Bushra Aljazi, Syria



It has been a wonderful experience – both the course and the stay in India. The course is well structured & the instructor very amicable and elaborative, which has made learning both easy and fun. People are nice and places – amazing! I particularly loved the stunning historical monuments. Heartfelt thanks to Aptech & Govt. of India.

- Anita Shrestha, Nepal



Being in India was an excellent experience. The course gave me an opportunity to improve my communication skills. I met wonderful people, visited amazing places, lived fantastic adventures...I am glad for all these incredible experiences.

- Lina Maria Teheran Alean, Colombia



Incredible India hosts Incredible Aptech! The course was breathtakingly delivered with such mastery to which only the teacher seemed to hold the secret. The teacher is a part of a dynamic, gentle and sympathetic team which has proven to be inspiring & worth imitating for better learning. As far as my stay in India, it was one of the most exciting, cross cultural experiences I ever had!

- Bakari, Cameroon



Contact Details:

APTECH LIMITED
D -52, 2nd Floor
South Extension, Part 1
New Delhi 110049

Contact Person:

Ms.Sonia Narula,
Vice President
Telefax: +91 11 2462 2761 (Direct)

Mr. Hanit Vairagi / Mr. Kartik Dabral
Project Coordinators - ITEC/SCAAP
Telefax: +91 11 2465 8005 (Direct)
Mobile : Mr. Hanit Vairagi - +91 98736 76676
Mr. Kartik Dabral - +91 99586 44460
Email: hanitv@aptech.ac.in / kartikd@aptech.ac.in

