



ITEC / SCAAP PROGRAMMES 2017 - 18



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






ITEC/ SCAAP Programme

The Indian Technical and Economic Cooperation (ITEC) 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.

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.





Aptech Ltd.

Aptech is a global learning solutions company that commenced its education and training business in 1986. Aptech has a presence in over 40 countries through two main businesses - Individual Training and Enterprise Business. It has over a thousand centers of learning worldwide.

Aptech offers Individual Training courses in I.T., Multimedia, Animation, Hardware and Networking, Aviation, Travel & Tourism, Hospitality, Banking, Finance, English Language, Beauty Culture & Personal Grooming through its various power brands.


The Enterprise Business includes Training & Assessment Solutions for Corporates & Institutions.

Aptech also offers Learning 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.

It has been conducting ITEC/SCAAP programmes since 2002-03.





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 Sao Tome, 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.



Course Calendar 2017-18

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	05.06.2017	13.08.2017
2	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14	10.07.2017	15.10.2017
3	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential.	10	14.08.2017	22.10.2017
4	Certificate of Proficiency in English & Business Communication	Prior knowledge of Basic English is essential.	10	04.09.2017	12.11.2017
5	Certificate of Proficiency in English Communication & Web Designing	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14	16.10.2017	21.01.2018
6	Advanced Certificate in Web Design & Development	Prior knowledge of computers is essential. Inclination towards creativity & knowledge of a programming language is a must.	14	23.10.2017	28.01.2018
7	Certificate of Proficiency in Graphic & Web Designing	Prior knowledge of computers & a creative bent of mind is essential.	12	13.11.2017	04.02.2018
8	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of Basic English is essential. A creative bent of mind is a must.	14	04.12.2017	11.03.2018
9	Certificate of Proficiency in English & IT Skills	Prior knowledge of Basic English is essential.	10	08.01.2018	18.03.2018
10	Certificate of Proficiency in English & Business Communication	Prior knowledge of Basic English is essential.	10	22.01.2018	01.04.2018
11	Certificate of Proficiency in Graphic & Web Designing	Prior knowledge of computers & a creative bent of mind is essential.	12	05.02.2018	29.04.2018
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	05.02.2018	13.05.2018



Certificate of Proficiency in English & IT Skills

Duration : 10 Weeks

Batch 1 : From 05.06.2017 To 13.08.2017

Batch 2 : From 14.08.2017 To 22.10.2017


Batch 3 : From 08.01.2018 To 18.03.2018

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
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Certificate of Proficiency in English & IT Skills

English Communication

- Basic Grammar
 - Vocabulary Building
 - Spelling
 - Punctuation
 - Use of Active and Passive Voice
 - Direct & Reported speech
 - Structure of English language, pronunciation, intonation and syllable stress
 - Conversation
 - Accent neutralization
 - Audio visual program tackling day to day situations.
 - Global English for workplace
 - Comprehending diverse 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
 - Global Etiquette
 - Giving Simple Instructions and Information
 - Asking Questions
 - Answering Interview Questions
 - Memos and Email
 - Writing Tactfully
 - Structure and Planning of a Letter
 - Covering Letters
 - Resume Writing
- 

Certificate of Proficiency in Graphic Designing & English Communication

Duration: 14 Weeks

Batch 1 : From 10.07.2017 To 15.10.2017

Batch 2 : From 04.12.2017 To 11.03.2018

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
- Image Magic, Print & Web using Photoshop
- Advertising Concepts
- Print & Digital Publishing using InDesign
- Creating Flash presentations using InDesign
- Project



Certificate of Proficiency in Graphic Designing & English Communication

English Communication

- Basic Grammar
 - Vocabulary Building
 - Spelling
 - Punctuation
 - Use of Active and Passive Voice
 - Direct & Reported speech
 - Structure of English language, pronunciation, intonation and syllable stress
 - Conversation
 - Accent neutralization
 - Audio visual program tackling day to day situations.
 - Global English for workplace
 - Comprehending diverse 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
 - Global Etiquette
 - Giving Simple Instructions and Information
 - Asking Questions
 - Answering Interview Questions
 - Memos and Email
 - Writing Tactfully
 - Structure and Planning of a Letter
 - Covering Letters
 - Resume Writing
- 



Certificate of Proficiency in English & Business Communication


Duration : 10 Weeks

Batch 1 : From 04.09.2017 To 12.11.2017

Batch 2 : From 22.01.2018 To 01.04.2018

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.



Certificate of Proficiency in English & Business Communication

Syllabus :

- Basic Grammar
- Vocabulary Building
- Spelling
- Punctuation
- Use of Active and Passive Voice
- Direct & Reported speech
- Structure of English language, pronunciation, intonation and syllable stress
- Conversation
- Accent neutralization
- Audio visual program tackling day to day situations.
- Global English for workplace
- Comprehending diverse 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
- Global Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Memos and Email
- Writing Tactfully
- Structure and Planning of a Letter
- Covering Letters
- Resume Writing
- Delivering a persuasive speech
- Successful Meeting Skills
- Electronic Communication
- Writing Business Reports
- Negotiation Skills
- Cross Cultural Communication Skills



Certificate of Proficiency in English Communication & Web Designing

Duration : 14 Weeks

Batch 1 : From 16.10.2017 To 21.01.2018


Batch 2 : From 05.02.2018 To 13.05.2018

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
 - Video Editing with Photoshop
 - Structuring Web pages using HTML
 - Designing Web pages with CSS
 - Web Animation with HTML5 & CSS3
 - Developing Interactive Web pages using JavaScript
 - Using jQuery for rapid web development
 - Designing, Developing & Techniques for Hosting Web pages with Dreamweaver
 - Project
- 

Certificate of Proficiency in English Communication & Web Designing

English Communication

- Basic Grammar
- Vocabulary Building
- Spelling
- Punctuation
- Use of Active and Passive Voice
- Direct & Reported speech
- Structure of English language, pronunciation, intonation and syllable stress
- Conversation
- Accent neutralization
- Audio visual program tackling day to day situations.
- Global English for workplace
- Comprehending diverse 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
- Global Etiquette
- Giving Simple Instructions and Information
- Asking Questions
- Answering Interview Questions
- Memos and Email
- Writing Tactfully
- Structure and Planning of a Letter
- Covering Letters
- Resume Writing



Advanced Certificate in Web Design & Development

Duration: 14 Weeks

From : 23.10.2017 To 28.01.2018

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
 - Structuring Web pages using HTML
 - Designing Web pages with CSS
 - Web Animation with HTML5 & CSS3
 - Developing Interactive Web pages using JavaScript
 - Using jQuery for rapid web development
 - Developing Dynamic Web pages using PHP
 - Creating Databases using MySQL
 - Designing, Developing & Techniques for Hosting Web pages with Dreamweaver
 - Project
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Certificate of Proficiency in Graphic & Web Designing

Duration : 12 weeks

Batch 1 : From 13.11.2017 To 04.02.2018

Batch 2 : From 05.02.2018 To 29.04.2018

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
- Animation with Photoshop
- Video Editing with Photoshop
- Media/ Digital Publishing using InDesign
- Structuring Web pages using HTML
- Designing Web pages with CSS
- Web Animation with HTML5 & CSS3
- Developing Interactive Web pages using JavaScript
- Designing, Developing & Techniques for Hosting Web pages with Dreamweaver
- Project



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.





How to Apply

- Applicants are required to apply for ITEC training program by filling up the online application form (<https://www.itecgoi.in>) and take a print out of the filled form. This form is to be submitted to the Nodal/Designated Government Department/Agency of applicant's country, along with the requisite documents.
 - Nodal/Designated Department/Agency is in turn, required to forward the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country along with undertaking by candidate and certification from employer (Part - II of Application Form).
 - Candidates can take a printout of application and later check the status of their application by logging.in at www.itecgoi.in.The credentials for login may be noted while filling up the form for future reference.
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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.
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Incredible India !**

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APTECH LIMITED

2nd Floor, 8 Main Ring Road,
Lajpat Nagar IV
New Delhi
110 024
India

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www.aptech-globaltraining.com
YouTube : <https://www.youtube.com/c/aptechitec>
Twitter : [@aptech_itec](https://twitter.com/aptech_itec)
Facebook : <https://www.facebook.com/ITECAptech>

Contact :

Ms. Sonia Narula
Vice President
Telefax: +91 11 2644 2761 (Direct)
Email: sonian@aptech.ac.in

Mr. Hanit Vairagi
Project Coordinator - ITEC/SCAAP
Telefax: +91 11 2622 8005 (Direct)
Mobile: +91 98736 76676
Email: hanitv@aptech.ac.in