

Aptech 

Unleash your potential



Experience Incredible Training in Incredible India!

Come to Aptech....


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 1500 dialects and 22 official languages, Indian culture is a rich confluence of 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.



Qutub Minar
Delhi, India



Eduardo Rene Trejo, Honduras

I've been absolutely charmed by Aptech. The trainers are well prepared, patient and know how to transmit knowledge. The course material is top of the line! I've learnt a lot here. Thanks for everything and keep up the good work.

Aptech Limited

Aptech Limited, a Global Learning Solutions Company, is playing a key role in helping individuals, organizations and nations adapt to the changing requirements of a knowledge-driven world. Aptech commenced its education & training business in 1986 and has trained over 7 million students – globally.

Aptech is an ISO 9001:2008 organization and was the first I.T. training and education organization in Asia to receive the ISO 9001 quality certification for Education Support Services in 1993.

Aptech has presence in more than 40 emerging countries through its two main streams of businesses – Individual Training and Enterprise Business.

Under Individual Training, Aptech offers career and professional training through its brands - **Aptech Computer Education** (I.T. 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 Learning Services** (Content Development), **Aptech Training Solutions** and **Aptech Assessment & Testing Solutions** (Training and Assessment Solutions for Corporates & Institutions).

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



Ali Karimy, Afghanistan


“I have no words to express my gratefulness. I now have the confidence and the ability to work with different programs – without any fear and without any doubts. Aptech's training is very effective & efficient. I really enjoyed it!”

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.



Hawa Mahal
Jaipur, India



Naima Deghais, Tunisia

Aptech courses are very diverse and well planned. What I like most about the programme is having participants from different parts of the world which enabled us to learn about different cultures and lifestyles. Each one of us went home with lots of new knowledge – thanks to Government of India and Aptech.

Aptech & ITEC/SCAAP: Partnering for a better future

The Ministry of External Affairs - Govt. of India, has entrusted Aptech to provide quality I.T., 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, Guatemala, Guinea, Guinea Bissau, Guyana, Haiti, Honduras, Hungary, Indonesia, Iran, Iraq, Ivory Coast, Jordan, Kazakhstan, Kenya, Korea, Kyrgyzstan, Lao PDR, Lebanon, Lesotho, Liberia, Libya, Lithuania, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, 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, 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.



India Gate
Delhi, India



Rasabohanitriniaina Solofotiana Harisoa, Madagascar

The training which I received at Aptech will take me far. It will give us a bright future and here I speak for all my Malagasy compatriots. The teachers were wonderful and good at their subject. I learnt hundreds of things here.

Aptech & ITEC/SCAAP: Partnering for a better future

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.

Akshardham Temple
Delhi, India



Alena Savilava, Republic of Belarus

The training, living conditions, the site seeing tours were organized in an excellent way. I really loved my stay in India. I am very grateful to the Indian Government & to Aptech for everything that was done for me.

Course Calendar 2014-15

S.No.	Name of the course	Qualification required	Duration (weeks)	Period	
				From	To
01	Certificate of Proficiency in English & I.T. Skills	Prior knowledge of basic English is essential.	10 Weeks	12.06.14	20.08.14
02	Certificate of Proficiency in English Communication & Web Designing	Prior knowledge of basic English & computers is essential. A creative bent of mind is essential.	14 Weeks	16.07.14	21.10.14
03	Certificate of Proficiency in English & I.T. Skills	Prior knowledge of basic English is essential.	10 Weeks	22.08.14	30.10.14
04	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of basic English & computers is essential. A creative bent of mind is essential.	14 Weeks	22.08.14	27.11.14
05	Certificate of Proficiency in English & Business Communication	Prior knowledge of basic English is essential.	10 Weeks	19.09.14	27.11.14
06	Certificate of Proficiency in Graphic & Web Designing	Prior basic knowledge of computers & a creative bent of mind is essential.	12 Weeks	16.10.14	07.01.15
07	Certificate of Proficiency in English Communication & Web Designing	Prior knowledge of basic English & computers is essential. A creative bent of mind is essential.	14 Weeks	16.10.14	21.01.15
08	Certificate of Proficiency in Graphic & Web Designing	Prior basic knowledge of computers & a creative bent of mind is essential.	12 Weeks	07.01.15	31.03.15
09	Certificate of Proficiency in English & Business Communication	Prior knowledge of basic English is essential.	10 Weeks	14.01.15	24.03.15
10	Certificate of Proficiency in English & I.T. Skills	Prior knowledge of basic English is essential.	10 Weeks	14.01.15	24.03.15
11	Advanced Certificate in Web Design & Development	Prior knowledge of computers is essential. Inclination towards creativity & knowledge of a programming language will be an advantage.	14 Weeks	04.02.15	12.05.15
12	Certificate of Proficiency in Graphic Designing & English Communication	Prior knowledge of basic English & computers is essential. A creative bent of mind is essential.	14 Weeks	04.02.15	12.05.15

Certificate of Proficiency in English & I.T. Skills

Duration: 10 weeks

Batch 1: From Jun 12, 2014 to Aug 20, 2014

Batch 2: From Aug 22, 2014 to Oct 30, 2014

Batch 3: From Jan 14, 2015 to Mar 24, 2015

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 I.T. skills.

Syllabus for Information Technology:

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

Syllabus for 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, Types of Letters
- Spelling and Punctuation
- Numerals
- Writing Tactfully
- Use of Active and Passive Voice
- Structure and Planning of a Letter
- Job Application & CV

Jantar Mantar
Delhi, India



Vanya Vasileva Mitova, Bulgaria

I would recommend the English Communication & I.T. skills course to everyone as it is very useful and interesting. I liked my time in India and enjoyed a lot. It was a great experience for me!

Certificate of Proficiency in English & Business Communication

Duration: 10 Weeks

Batch 1: From Sep 19, 2014 to Nov 27, 2014

Batch 2: From Jan 14, 2015 to Mar 24, 2015

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



Solomon Geda Debele, Ethiopia

“This programme opened up a very good opportunity for me to learn new skills and gain international exposure that will help me in my career and future. I learnt a lot – both formally & informally about other cultures. I've built up unforgettable memories.”

Certificate of Proficiency in English Communication & Web Designing

Duration: 14 Weeks

Batch 1: From Jul 16, 2014 to Oct 21, 2014

Batch 2: From Oct 16, 2014 to Jan 21, 2015

Eligibility criteria for participants:

Prior basic knowledge of english and 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 for 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



Golden Temple
Amritsar, India



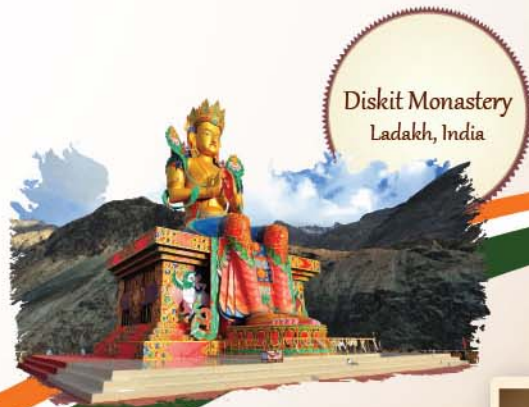
Johanna Shatumbu Tumangulula Kapenda, Namibia

The course has benefitted me in various ways. I feel blessed to have got this opportunity, which has helped achieve my goals and dreams. I wish that each one of us who attended this training demonstrates it at their workplace. Keep it up Aptech!

Certificate of Proficiency in English Communication & Web Designing

Syllabus for 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



Thein Htut, Myanmar

“I learnt a lot. My trainers really worked hard with me. Thanks to Aptech for all the support and help. I enjoyed my stay in India - it is the most unforgettable experience of my life.”

Certificate of Proficiency in Graphic Designing & English Communication

Duration: 14 weeks

Batch 1: From Aug 22, 2014 to Nov 27, 2014

Batch 2: From Feb 04, 2015 to May 12, 2015

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 for Graphic Designing:

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

Red Fort
Delhi, India



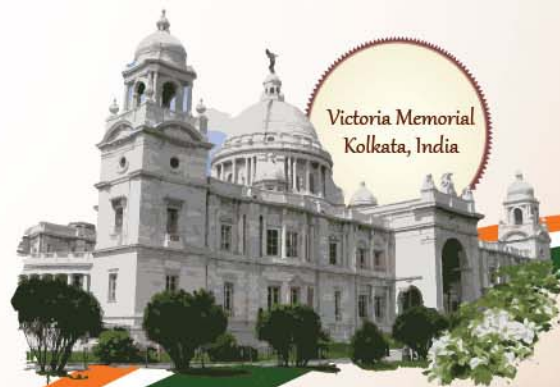
Fadi J.I. Al-Juneidi, Palestine

The Graphic Design & English course is an important one, as it provided us a strong base to build upon. It gave me excellent knowledge to utilize and progress. India gave us many reasons to appreciate it – good people, beautiful places and lots of development in the technology sector, for us to emulate.

Certificate of Proficiency in Graphic Designing & English Communication

Syllabus for 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 Active and Passive Voice
- Structure and Planning of a Letter
- Types of Letters
- Job Application & CV



Natalia Khokhlova, Russia

“The Graphic Designing & English Communication course helped me improve my skills and increase my knowledge. Teachers and coordinators were very helpful. India left a strong impression on me, I have seen and experienced more than I could have ever expected. I am very thankful for this opportunity.”

Certificate of Proficiency in Graphic & Web Designing

Duration: 12 weeks

Batch 1: From Oct 16, 2014 to Jan 07, 2015

Batch 2: From Jan 07, 2015 to Mar 31, 2015

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



Omar Alexis Mena Valverde, Costa Rica

One of the best experiences I've had. Full of learning, contrasting emotions & happiness. Not only learning at Aptech an experience by itself, but being in such a diverse country as India and surrounded by such diverse participants has proven to be of great value to me. I shall cherish it forever. A big thanks to our teacher and coordinators. Keep up the good work - you are changing the world for good, one batch at a time!

Advanced Certificate in Web Design & Development

Duration: 14 Weeks

From: Feb 04, 2015 to May 12, 2015

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
- Web animation with Flash
- 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
- Designing & Developing Web pages with Dreamweaver
- Project



Bimla Bhatt, Nepal

“The Web Design & Development course has been a wonderful experience for me. I learnt a lot of new things, came across many people from different places. I enjoyed each one of my classes. Our faculty taught us patiently and calmly. The coordinators were kind and cooperative. I miss everything about India. Bless you all!”

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, 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, 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.



Georgi Petrov Bozhinov, Bulgaria

The course was excellent and organized perfectly! I learnt much more than anticipated, met a lot of new friends & visited many interesting places. I am fascinated by the Indian culture, religion & the common people's way of life. I surely wish to visit India again!

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 application form.
- Forward the completely filled application 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 Sector, Universities, Chambers of Commerce and Industry, etc.



Kandariya Mahadeva
Temple
Khajuraho, India



Antika Emyaem, Thailand

“ There were lot of things to learn, not only in the class, but also outside it. This was indeed a special opportunity to visit India, visit so many attractive places and meet many interesting people. ”

Participants' Speak

My experience was amazing. I'm a Peruvian Navy officer and I have had the opportunity to travel to many countries around the world. But really, India was so different. I learnt a lot. I improved my English at Aptech. I can get commission to other countries now because my English is better than other officers!



Juan Antonio Velezmoro Cueva,
Peru



Ishanguly Byashimovich Orazov,
Turkmenistan

Aptech courses were very useful for me. And it is not just my view, but the opinion of many of my classmates, who were very satisfied with the training. It helped me improve my language skills, especially speaking and listening – two areas where I faced a problem. I hope more and more people get an opportunity to attend these courses.

I enjoyed being in India & learnt a lot. The lessons were engaging and productive. Besides interesting lessons at school, we also had amazing field trips. It gave us an opportunity to interact with friends from all over the world. Getting to know other countries' culture is important for me. India's culture is diverse & beautiful. APTECH made my dream come true!



Phan Thi Mong Tuyen,
Vietnam

Participants' Speak

The experience of being a part of Aptech's programme has been unforgettable for each one of us. We had the opportunity to expand our knowledge, not just through the course, but the entire experience has been transcendental. Aptech provided us with great professionals who gave us a new perspective on Graphic & Web Design, I.T. Skills and English Communication. We are grateful for the knowledge you shared with us.



Alexander Diaz Velasco, Derwin Varela & Winston Castillo,
Venezuela



Yapo N'cho Aime,
Ivory Coast

I want to say a big thank you to Aptech, the Indian Government and the amazing team at Aptech. I liked everything here – my class, my teachers and my friends! India seemed to be like a dreamland.



Surayo Khonova,
Tajikistan

namaste

I honour the place in you
in which the entire universe dwells.
I honour the place in you
which is of love, of truth, of light and
of peace.
I salute the divine in you.



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