



Galaxy Computer Education

(A wholly owned subsidiary of Info Galaxy Technopark Pvt. Ltd. - India)

Your Global IT Training Partner

Improve your skills or start your career in Information Technology Management



Professional learning
experience and the flexibility
to fit your busy schedule.

Chairman's Message



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Welcome to Galaxy



In today's world, it's important to reassess our priorities and goals. There are many challenges to meet.

In Galaxy, we use the term "lifelong learning" to describe the process of returning to education and training over the course of our careers to assist us in new and more complex skill development.

That's why Galaxy offers programs for people of all ages and backgrounds. Our students are school leavers, business people, employers, women wanting to return to work, overseas employment seekers needing language and job skills, unemployed people, professionals who are upskilling, university graduates who want some hands-on skills and visually impaired people looking to develop computer skills.

Galaxy is a great place to study whatever your goals are. Our programs will help you gain access to university, find a job, start a career, increase your chances of promotion or simply improve your life skills.

Our vision and plan will further define Galaxy to all as a premier vocational training center committed to values and lifelong learning. These values and commitment are the heart of our institution and inherent in each and every alumnus, in our faculty, administration and staff. Together, we work to share these beliefs with the students we serve.

We look forward to serving you, learning with you, and always welcoming you.

Noor Ul Ameen

Chairman

Info Galaxy Techno Park Pvt. Ltd.
India

About Galaxy Computer Education



Galaxy Computer Education (GCE), a wholly owned subsidiary of Info Galaxy Techno Park Pvt. Ltd. - India is a global Management Consulting & Training Company focused on providing services in the areas of Offshore Outsourcing, Project Management, Process and Performance Management.

Our unique portfolio of services is based on a Global Consortium Model™ extending the scope to include Management Consultants, Engineers and Project Managers from around the world.

By making use of the latest developments in communication

technology, we are able to bring in the global resources of our integrated organization to clients like yours.

This also enables us to work beyond the cultural borders and help our client organizations to perform at peak levels in this modern era of globalization.

Improve your skills or start your career in Information Technology Management

Our Approach

Our approach is about delivering "best in class" Services on Time, at the right Cost and desired Quality levels.

GCE and its associate companies, UAE based **Network Associate Inc.** and India based **Info Galaxy Techno Park Pvt. Ltd. (IGTECH)** have an unmatched record in developing and delivering excellent values to the highest degree, resulting in dramatic performance gains throughout our client organizations.

In-house Training

If you have a specific requirement to organize a dedicated in-house session for a group of employees, GCE has the expertise in analyzing the requirement, selecting the facilitator, designing the training content and delivering as a complete package.

Whether you have 20 employees or 500, GCE will work to understand your challenges and goals and create a unique solution. Your GCE center can provide your small-to-medium business with the best of both worlds: the personal attention of a local business partner, and the quality, service, and programs available only from an international IT training organization.

Best-of-breed content catalog of courses for office productivity, IT professionals and business skills - Our course offerings provide the content your employees need, consistently delivered across all learning modalities. We can also create a custom training program at an attractive price.

Choice of delivery methods - Larger organizations know a combination of face-to-face training and eLearning works best. GCE can blend classroom and online learning experiences to create a program that works for smaller businesses. We offer a combination of highly qualified instructors, state-of-the-art classroom facilities, and eLearning resources for truly integrated solution.

Learning Management

Smaller business can benefit from a learning management system without making an expensive investment in technology. Our system supports the delivery and management of both classroom and online learning. This tool features advanced tracking and reporting capabilities to help you monitor individual and group learning progress.

Individual Solutions

As an individual looking to improve your skills or start your career in Information Technology Management, you will gain industry certifications through a balanced learning approach, empowering you to increase your workplace competence and gain a professional advantage.

GCE offers a professional learning experience and the flexibility to fit your busy schedule.

Our Information Technology program will help prepare you for employment opportunities through classroom learning, hands-on training, certification achievement, resume writing and interviewing preparation.

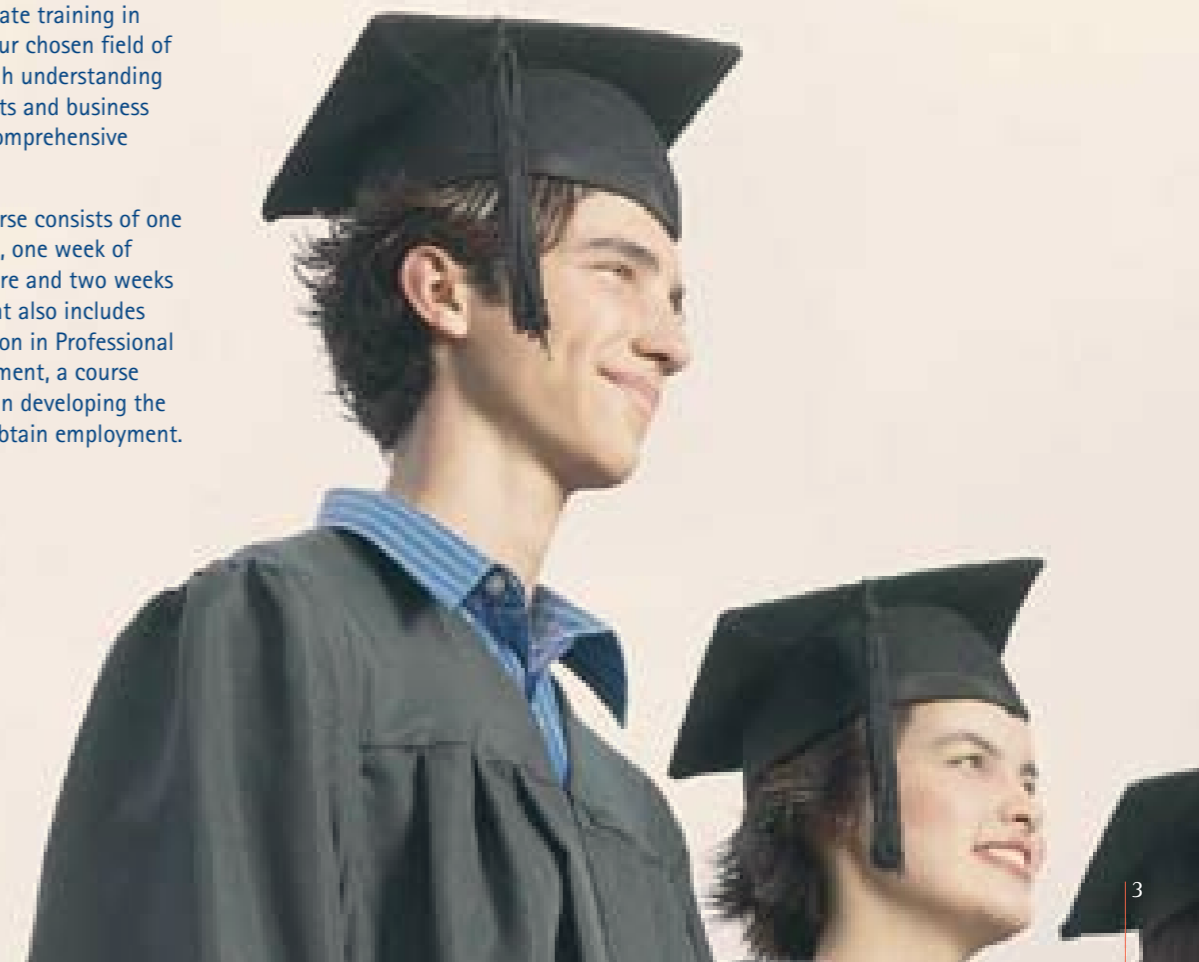
These programs also include internship opportunities (at participating locations) designed to give you real-world workplace experience.

Program Overview

The Information Technology program consists of tracks and individual certification course options designed to give you the skills and knowledge to gain a competitive advantage in the workplace.

You receive up-to-date training in multiple areas of your chosen field of study and a thorough understanding of real-world projects and business skills to provide a comprehensive training platform.

Each four-week course consists of one week of preparation, one week of intensive class lecture and two weeks of review. Enrollment also includes concurrent instruction in Professional and Career Development, a course that will assist you in developing the necessary skills to obtain employment.





Our Approach

Integrated Learning
GCE's Integrated Learning guides you through all stages of your learning lifecycle. It consists of five components - Assess, Learn, Reinforce, Support and Validate - and merges classroom and eLearning to create the most effective learning experience available in the industry.

Why is Integrated Learning Important?
Integrated Learning is an effective learning solution because it allows individual learners and training managers to tie learning solutions to business objectives. Simply select the methods of training that work best within the determined budget. Integrated Learning also has ability to assess the skills of individuals, track progress, increase retention, and manage training across the entire company, thereby offering a better return on the investment of time and money.

Whether you are an individual looking to improve your skills or a corporate training manager, Integrated Learning means working with the premier training provider for a comprehensive learning solution that delivers quantifiable results.

Mentored Learning

Meet training objectives and increase productivity through a flexible, focused and fast approach to learning. Quality training is imperative to the success of any organization, but extended time away from the office can take employees out of corporate momentum, especially when they're needed most.

GCE's Mentored Learning was developed by industry professionals to provide a method of training that combines the least amount of time away from the office, with the most time dedicated to learning what they need to know.

The Mentored Learning Approach
When students arrive at their Center of choice, they are assigned their own workstation. Prior to starting a course, a pre-assessment is given to the student to determine their specific training needs. From there, training is done at the pace they are most comfortable, using a comprehensive approach to reinforce learning. This proven process features one-on-one instructor coaching, multimedia online courses, and authorized vendor courseware to ensure proper skill development.

Additionally, with Mentored Learning students have their own-networked environments, which enable Instructors to manage hands-on lab exercises that mirror the professional environment. After each course, a post-assessment is completed to help gauge return on investment and productivity enhancements. Students have the opportunity to move on to the next course - even on the same day.

Benefits to the Individual

- Flexible, focused and fast training - students learn what they want, when they want it - allowing students to put to use what they learn quicker
- One-to-one instruction using authorized vendor curriculum
- Custom training development plans

Benefits for the Corporation

- Maintain productivity with flexible course scheduling
- Pre-and post-assessments help monitor progress and gauge return on investment
- Purchase training by the session or on an unlimited basis
- More than preparing students for exams, GCE prepares students with real-world solutions

Begin Mentored Learning Today
GCE will develop a customized and focused training plan for each student, which will translate into increased efficiencies and improved productivity for any corporation. Talk with your Account Executive or contact an GCE training center today to get started right away

Class Room

When it comes to quality instruction in a classroom setting, GCE is the leader. Businesses and individuals can choose from hundreds of desktop applications and technical training courses in our learning centers. We have always provided post-class Help Desk support to our students, but now there are more benefits to taking Classroom Learning from GCE. Students have an online course available through Online ANYTIME that complements the live class to help reinforce learning.

As the foundation of Integrated Learning, the classroom experience has become more enriching, dynamic, and valuable for our students. Our traditional classroom delivery method-instructor lecture and demonstration, followed by student practice through hands-on exercise - has been enhanced to include Web-based resources during and after class.

As the Classroom Learning experience evolves to include Web-based resources, GCE continues to provide valuable learning tools that create the finest and most rewarding environment possible for our students.

On Site Learning

On-Site Learning
An array of options without leaving your location. More and more companies are realizing the value of bringing training on-site. This flexible and cost-effective option allows you to train as many or as few employees, from your team or department to everyone in your organization. There are no travel expenses, and programs are delivered when and where you want them, at your offices, at our center locations, or at a location of your choice. Plus, you'll save on productivity costs. Projects won't be put on hold and emails won't go unanswered just because someone is out of the office.

On-Site Training Benefits:

- Customized training
- Real-world solutions
- Lower training costs
- Consistent learning experience
- Minimize downtime

The On-Site Training Approach
GCE courses can be delivered "off-the-shelf," slightly modified or completely customized for your learning needs. On-Site Training is the ideal solution for training a group of employees or launching a company-wide training effort. It's affordable, your employees won't have to leave the office; it's customizable, it's designed to fit the goals important to you and it produces immediate and measurable results.

On-Site Training Benefits for the Student:

- Courses can be planned around individual and department schedules and delivered in any format
- Enables every employee to have the same learning experience
- Allows your team to learn with real-world, mission-specific examples to ensure your project's success

On-Site Training Benefits for the Corporation:

- Maintain productivity with flexible course scheduling
- Significantly reduce training expenses by letting you train groups of employees
- Get all employees on the same wavelength
- Tailor the course material to fulfill corporate needs

Business Solutions



Individual Solutions



Prepare you for employment opportunities through classroom learning, hands-on training, certification achievement, resume writing and interviewing preparation

Enterprise Learning Solutions

Tying Training to Your Unique Business Goals

An organization's competitive advantage lies in the knowledge and skill of its employees. Employee development should be entrusted to adult learning experts, and Galaxy Computer Education (GCE) has more than 10 years experience guiding adults in enhancing and developing their skill sets. Our Enterprise Learning Solutions division is dedicated to meeting the complex needs of large organizations. An effective learning strategy consists of more than training events, e-Learning and a learning management system. We help you tie your learning needs to your organizational objectives. Whether your goal is to outmaneuver the competition, expand your business, or weather a downturn, adapting requires learning. GCE supports the achievement of your vision and the execution of your strategies by helping to develop your core competencies. Our Enterprise Learning Solutions team focuses on organizations with complex, distributed learning needs that demand a tie-in to business metrics. GCE is the single source for facilities, resources and expertise that enable your organization to:

- Expand performance by increasing the productivity and effectiveness of employees and aligning them with your business objectives.
- Provide a measurable ROI for your training investment.
- Assess employee competencies against job requirements, identify gaps and create development plans to enable effectiveness and growth.
- Develop and retain employees while minimizing travel expenses and time away from the office.

Services Available from Enterprise Learning Solutions

GCE's Enterprise Learning Solutions division provides centralized managerial and administrative support services that simplify the complex administration of your learning solution. Our learning experts ensure your training solution is smoothly implemented and operated. Some of the resources we leverage to manage your solution include:

Account Management Team: Provides guidance, training and customer support through front-end analysis, program development, implementation, and rollout. **Professional Services Team:** Tailors GCE learning and technology solutions to help clients achieve long-term growth and a competitive advantage.

Client Support Team: Supports your organization's training administrators and employees with scheduling, registration, billing, and reporting.

Programs

As an individual looking to improve your skills or start your career in Information Technology Management, you will gain industry certifications through a balanced learning approach, empowering you to increase your workplace competence and gain a professional advantage.

GCE offers a professional learning experience and the flexibility to fit your busy schedule.

Summary

GCE's Information Technology program will help prepare you for employment opportunities through classroom learning, hands-on training, certification achievement, resume writing and interviewing preparation.

These programs also include internship opportunities (at participating locations) designed to give you real-world workplace experience.

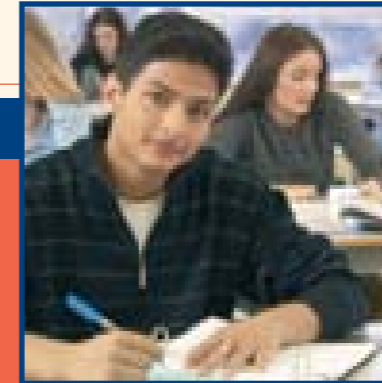
Program Overview

The Information Technology program consists of tracks and individual certification course options designed to give you the skills and knowledge to gain a competitive advantage in the workplace.

You receive up-to-date training in multiple areas of your chosen field of study and a thorough understanding of real-world projects and business skills to provide a comprehensive training platform.

Each four-week course consists of one week of preparation, one week of intensive class lecture and two weeks of review. Enrollment also includes concurrent instruction in Professional and Career Development, a course that will assist you in developing the necessary skills to obtain employment.

Through these programs, you will possess the knowledge and skills necessary for employment in any number of industry positions, including Security Specialist, Systems Administrator, Computer Technician, Help Desk Professional, Office Support Manager and LAN/WAN Administrator.



A cost-effective, compelling education solution for those wanting a career change or enhancement in the Engineering Information Management or Information Technology (IT) industries.



Admissions

GCE provides a cost-effective, compelling education solution for those wanting a career change or enhancement in the Engineering Information Management or Information Technology (IT) industries. If you have a strong desire to make a career change, or if you are looking to upgrade your career prospects by pursuing a certification in IT, GCE can help.

Career Development

By providing both educational and business skills, your abilities are well rounded and you will be able to express your qualifications in a professional and mature manner. Our goals are:

- To ensure you understand the scope of your career possibilities and how to approach the particular job market.
- To enhance your ability to obtain and retain the job.
- To improve your career opportunities through the use of workshops focused on interviewing skills and attire, resume writing, job fairs, and motivational speakers.

GCE is committed to offering you:

- Industry focused curriculum provided in as short a time as possible, allowing you to get a job quicker or improve your performance on your current job.
- Placement activities geared to help optimize your chances of finding not just a job but a career.
- Internship opportunities (at participating locations) designed to give you real-world experience in the workplace.

Multiple real-world simulated exercises to allow for fine-tuning and application of skills.
A comprehensive range of business skills to ensure career development, and the development of job seeking, organization, problem solving, critical thinking, and customer service skills.

Certifications and curriculum from prestigious, highly regarded and sought-after vendors. The benefit of various learning methods, reinforcement tools and support materials to choose from that best suit your learning style.

Assistance in job placement activities geared at helping you to optimize your chances of finding a rewarding career.

6.1 English Language Courses

In this era of globalization and information technology, where the world is dynamically evolving into a virtual global village, communicating effectively is the key to success. Language is very often the barrier for effective communication whether it is doing business with foreign nations, pursuing academic goals overseas or taking up lucrative job offers where your technical skills are ideally suited but your language skills are not.

Traditional language teaching and learning methods having proven to be inadequate or time consuming,

GCE has come up with a high-tech language learning facility. Our program offers decisive, intensive and phonetically correct internationally approved course modules to students under the expert guidance of a qualified linguist. We offer excellent language mastering modules that are precise, clear-cut and very effective. Our language lab facility seamlessly integrates cutting-edge technology with internationally proven foreign language teaching and mastering methods to offer a fully computerized, modular and easy-to-use course program.



Language Lab

A Language Lab is a facility where a student or any aspirant can learn a language with the help and guidance of a teacher through a system, to improve his/her speaking and listening capacity. One can go deeper to familiarize oneself with dialects and accents in the language.

Through repeated practice sessions at a language lab, one adapts the correct pronunciation and accent. The teacher assigns session-wise lessons for each batch at the commencement of the course. The students will automatically receive pre-recorded lessons from the master source through the teacher while logging in and can use these lessons for practice.

Benefits

Effective communication skills are critical in today's technology-driven workplace. GCE is uniquely positioned to help you with your goal of learning and using English for your career success.

Through GCE's English Language Program, you will:

- Improve your scores on English examinations, like TOEFL or IELTS.
- Improve your pronunciation and accent with the help of a LANGUAGE LAB and work with a variety of interactive materials that keep you motivated, interested and challenged.

There is a place for all levels of learners in the GCE's English Language Program, regardless of your English proficiency.

The learning experience begins with a needs analysis followed by an online placement and oral assessment. Your Advisor will use the results of these tools to determine your English proficiency and place you at the appropriate level. In the classroom, you will be provided with a workbook, topic-related handouts, and a guided discussion lesson plan, as well as detailed information about online and face-to-face assignments.

6.1.1 General English

General English Courses are offered at all levels from Beginners to Advanced and designed to improve your overall accuracy and fluency in English.

What is General English?

General English courses develop your English skills in grammar, vocabulary, speaking, listening, reading, writing and pronunciation.

How will General English help me?

General English courses will help you to:

- improve your accuracy in grammar and pronunciation
- expand your vocabulary
- develop your skills in speaking, listening, reading and writing

What LEVEL are General English courses?

There are 3 different LEVELS of General English and each one has three COURSES - 1, 2 and 3. Before you join, you take a test and an interview and our teachers decide the right course for your English ability.

This chart shows the General English levels available, and the minimum General English level required before you can do our more specialized courses.

Will one COURSE help me speak English fluently?

In order to really improve your skills, we recommend that you complete all the courses at three LEVELS. You have to pass the end of term test in order to join the next Course.

How do you teach?

We follow the communicative approach so your lessons will be very interactive. You work in pairs and small groups and USE English as much as possible.

Course Duration : 50 Hrs (5 Weeks)



6.1.2 Spoken English

Basic SPOKEN ENGLISH Course is designed to develop your spoken fluency through developing skills such as group discussions, interview skills, public speaking and more. The language lab exercises are extensively practiced in this course to improve your pronunciation and accent.

What is Spoken English Skills (SES)?

Spoken English Skills courses improve your fluency and pronunciation in English through developing particular skills.

SES Course	Level	Skills
Spoken English Skills Part 1	Intermediate	Interview
		Group Discussion
	Upper-Intermediate	Conversation Public Speaking
Spoken English Skills Part 2	Upper-Intermediate	Debating
		Interview Skills
		Group Discussion
		Conversation Public Speaking

(an extension of SES Part 1 only students who have done SES Part 1 are eligible)

Will Spoken English Skills help me speak without making mistakes?

No, these courses focus only on your fluency and pronunciation skills and do not have any grammar content at all.

What LEVEL are Spoken English Skills courses?

There are 2 different LEVELS of Spoken English Skills - Intermediate and Upper-Intermediate. Before you join, you take a test and an interview and our teachers decide whether you are eligible to join these courses. If your level of English is not high enough, you will be recommended a General English course at your level.

Will one COURSE help me speak English fluently?

One course will help you improve and will equip you with the skills you need to continue improving in your own time.

How do you teach?

We follow the communicative approach and all the exercises are done through a language lab set up so your lessons will be very interactive. We select interesting reading materials and audio-visual aids to stimulate your interest in a topic. You are given plenty of opportunity to practice speaking and listening, by working in pairs and small groups.

Course Duration

Spoken English Part 1	50 Hrs (5 Weeks)
Spoken English Part 2	50 Hrs (5 Weeks)

6.1.4 Business English

LEARN ENGLISH FOR THE WORKPLACE

Gain confidence in any business situation

If you want to get the edge over your colleagues, and keep ahead in global English standards then try one of our business courses designed to help you do just that.

Our Business English courses offer professional people the chance to improve their English which they need for work. You will cover a range of grammar and vocabulary used in business settings, and builds your skills in areas such as writing for business, giving presentations, talking on the telephone and holding meetings.



Our Business Communication Skills courses will help you:

- Use English in a realistic working context
- Improve your accuracy in grammar and pronunciation
- Develop your skills in speaking, listening, reading and writing.

The course will focus on:

- presentation skills
- meeting skills
- writing skills (letters, emails)

In addition there are optional areas including:

- customer care
- telephone skills
- negotiating skills
- pronunciation skills
- time management skills
- social etiquette
- interviewing skills

Course Duration : 50 Hrs (5 Weeks)

6.1.5 Call Centre Training

Our Call Centre Skills course is designed to prepare people for the skills necessary to work in a Call Centre. It is mainly task-based and aims to build your skills in Pronunciation and phonetics, Informal and idiomatic English, Active listening, and conducting telephone calls. The participants will be involved in activities such as conducting telephone conversations, presenting information and taking part in discussions. Participants will primarily work on improving their listening and speaking skills. The skills developed will be transferable to many other areas of work and leisure. The course will focus on pronunciation, British/American/Australian English, and oral communication skills.

Our course will help you to:

- Increase participants confidence & fluency in speaking skills
- Introduce to phonetics
- Focus on specific problem sounds
- Extend your vocabulary and deal with difficult grammatical areas
- Understand informal and idiomatic English
- Develop interpersonal skills such as active listening and understanding
- Focus on functional language (as appropriate).

The course is mainly task-based and participants will be involved in activities such as conducting telephone conversations, presenting information and taking part in discussions.

Courses are offered at Upper-Intermediate 1 level and above.

Course Duration : 50 Hrs (5 Weeks)



6.1.6 Arabic Language

Arabic is the fifth-most spoken language worldwide, with over 200 million people, in more than 22 countries worldwide, speaking it as a first language, and more than 20 million people speaking it as a second language. It is the largest member of the Semitic language branch. Arabic consists of many various dialects, some of which are mutually incomprehensible. While everyone knows their own regional dialect of Arabic, every Arab nation has as its official language a form of Arabic known as classical or literary Arabic. This is the language of the holy Qur'an, and is considered by most Arabs to be the true Arabic - while local variations are viewed as simple regional dialects.

The language today has many regional dialects, and modern-day languages of northern India, Turkey, Portugal and Spain are full of words of Arabic origin. Take the time to learn Arabic and you'll be introduced to a vast number of fascinating people and cultures the world over.

GCE's Arabic Language Program

We, at GCE, offer intensive instruction in the Arabic language through multimedia materials and activities designed to situate the language in the context of the cultures in which it is spoken. The language of instruction is Modern Standard Arabic (MSA), but students also have opportunities to hear and speak various colloquial Arabic dialects.

Experienced instructors use a communicative approach that emphasizes listening and reading along with speaking and writing. Activities designed to teach listening and speaking spring from real situations and current events.

The program includes:

- Readings of Arabic short stories, poetry, and current newspaper articles.
- Live television and radio broadcasts from the Middle East, movies, tape recordings, the Internet, and video clips along with interactive instructional facilities.

We have beginners, intermediate and advanced day, evening and weekend Arabic language courses. Our Arabic language classes are designed to meet the needs of individuals wishing to enhance their language skills for communication with Arab countries, businesses and people, or for anyone considering studying Arabic as a foreign language.

- Learn Arabic language naturally with Dynamic Immersion
- Fully-interactive step-by-step lessons
- No tedious translation or memorization
- Start making progress from the day one!

With our evening and weekend classes, you do not have to take days off work, so you can really afford to add a vital language to your knowledge and enhance your career prospects.

- The fee includes core course material which has been prepared by our Arabic language experts.
- Practical Exercises in our Language Lab

This Arabic language course is for complete beginners. It is designed to enable learners to communicate in Modern Standard Arabic using various examples of everyday situations. Course will cover: reading, writing, speaking, and comprehending Arabic. At the end of the course, learners should be able to write and read Arabic confidently, speak limited set of Arabic sentences and words, and gain limited understanding of spoken Arabic.

Course Duration:

Beginner Level:	40 Hrs (4 Weeks)
Intermediate Level:	40 Hrs (4 Weeks)
Advanced Level:	40 Hrs (4 Weeks)

6.1.7 Presentation Skills

Our Presentation Skills course will help you:

- Prepare effective presentations
- Make sure your presentation is audience-oriented
- Learn techniques to enhance your presentations
- Develop appropriate intonation and body language
- Use visual aids and other resources effectively
- Understand the importance of timing to allow for audience concentration
- Handle follow-up questions

This course aims to improve the effectiveness of your presentations. It covers all aspects of making and preparing spoken presentations. We'll encourage you to learn practically. Participants are videotaped as part of the course and the tape is used to analyze and improve performance.

Course Duration : 60 Hrs (6 Weeks)

6.1.8 IELTS

GCE's English Success IELTS course is the best for students planning to SIT for the IELTS Exam.

- Interactive lessons with audio and transcripts
- Exclusive Language Lab set up
- Practice tests in all IELTS modules with audio
- Up to date with IELTS latest standards
- Better than a real classroom!

Welcome to the most EFFECTIVE IELTS preparation course available

What does your course include?

- Interactive course of instruction covering all IELTS Academic Modules in a Language Lab set up.
- Practice tests in Listening, Reading, Writing and Speaking
- IELTS® study tools and learning aids
- Regular updates
- Exciting interactive sessions with audio

Course Duration : 50 Hrs (5 weeks)

What Our Student's Are Saying About GCE's English Success...

Using GALAXY's English system, I was able to raise my score on the IELTS test by ONE WHOLE Band Score! GALAXY helped me to gain a fantastic result! I definitely recommend GALAXY's English Success IELTS program!

Yasuko, Abu Dhabi

6.1.9 TOEFL



Everything you need to score higher on the new TOEFL Test - Guaranteed.

Test your communication abilities in reading, writing, listening, and speaking. GCE's TOEFL Test Preparation Program provides you with a targeted review of the integrated English language skills and strategies you need to succeed on this demanding test.

The course sets out for 90 days of intensive learning through which a person can improve his or her score on the TOEFL test. Every day for a period of time, the students follow an assigned schedule by which they learn TOEFL skills through studying lectures, doing exercises, taking practice TOEFL tests and receiving instructor feedback. To achieve the course objectives, students should spend a minimum of 2 hours per day on the course work which in addition to TOEFL test practice includes the four online skills courses in a language lab.

Course Objectives

Having taken this course, one is expected to

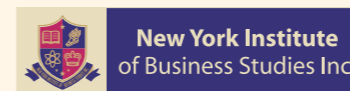
- Gain familiarity with the directions and test-taking strategies for all sections of the computer based and paper based TOEFL test.
- Employ and sharpen strategies for the listening, grammar, reading, and writing sections of the TOEFL test.
- Become used to TOEFL test-taking conditions by working on timing and concentration while taking the daily practice material.
- Deepen one's general knowledge of academic English.
- Achieve the required score on the TOEFL test.

The comprehensive package includes:

- Intensive practice for each section of the test: Reading, Writing, Listening, and Speaking
- Review of each question type
- Important information about the new test
- Exclusive score-raising tips and strategies
- Full-length practice tests
- Detailed answer explanations
- Tutorials on the new test format

Course Duration : 60 Hrs (6 Weeks)

6.2 NYIBSInc Business Courses



Recognition

NYIBInc Certifications are mapped against NYIBInc's Qualifications Framework – an established set of internationally recognized levels of achievement. This provides a clear progression route through the suite of qualifications. Grades for NYIBInc Certifications may be awarded as Distinction, Merit, Pass or Fail, the grades available being dependent on the certifications that is studied.

Certified Executive Secretary and Certified Office Administrator Certifications represent accreditation at entry level. Individuals at this level will be developing the capacity to work to given instructions while operating as part of a work group or team. The curriculum for each Certification at this level introduces the relevant career area, gives basic preparation for the world of work, and acts as a platform for progression to further study and training.

An increasing number of professional bodies and associations worldwide recognize NYIBInc Certifications.

The importance of proven, transferable skills cannot be underestimated – candidates of all abilities need them to pursue a career in today's dynamic and diverse global employment market. NYIBInc International Certifications provide candidates with the knowledge and skills that they require to progress in the workplace. Because of this, the Certifications are recognized worldwide by professional organizations as proof of an individual's ability to excel in their chosen field.

International professional bodies and industry standard setters are supporting the NYIBInc certification programs. This support ranges from credit rating and formal endorsement of specific modules to exemption criteria on their study programs. In many cases, the Certifications also grant membership eligibility to these prestigious organizations. The external endorsement of NYIBInc Certifications ensures that the global standards in each module match those set within the commercial world today.

General education requirements for the Certification Programs

New York Institute of Business Studies Inc. embraces the philosophy that testing and certification programs should include a general education/liberal studies component to ensure breadth of knowledge and to promote intellectual inquiry. The combination of general education and specialized courses in an administrative cadre assures that the certified candidates make noteworthy progress toward becoming truly trained professionals. The objective of these requirements is to provide means whereby the certified candidates

- Achieve the ability to think clearly and logically, to find and critically examine information and to communicate clearly.
- Acquire knowledge about their world and about themselves from the professional, social, and humanities perspectives, understand, and appreciate the principles, methods, value systems, and thought processes in human inquiry and endeavors.

6.2.1 Certified Executive Secretary (CES)

Good administrative and secretarial skills are the foundation of many occupations. The New York Institute of Business Studies Inc. enables its students to develop theoretical and practical understanding of these skills in a variety of key areas through its Certified Executive Secretary certification program.



A flexible course, the certification programs comprise a number of short course modules, which are both easy to deliver and to study. This design allows employees to drop in and out of the course as required, enabling them to study subject areas of most immediate relevance.

The schemes are very flexible as most of the Certifications are modular and modules can be tested individually. Plus, many of the assessments are available on demand rather than being tied to a specific timetable.

Scheme of Assessment

Modules are assessed on demand via a task provided by NYIBInc and taken under controlled conditions, with the exception of three of the Optional modules. Candidates who successfully complete modules at any Level will be able to demonstrate understanding of the key areas as indicated. NYIBInc sets the guidelines for the assignments but allow students to adapt study to their local context.

Core Modules

- Business Communication
- Telephone Skills
- Text Processing / Computer Skills

Optional Modules

- Presentation Skills
- Customer Care
- Face-to-Face Skills
- Team Work
- Organizing Meetings and Events
- Information Processing
- Interpersonal Business Skills

Flexible Options

CES - Take all three core modules plus one optional module

NYIBInc's Certified Executive Secretary program was first introduced a few years ago and is now available in several countries. The certifications are available in a range of business-focused areas to meet different career needs, experience and ability levels.

Course Duration : 2 Months

6.2.2 **Certified Office Administrator (COA)**

Good administrative and secretarial skills are the foundation of many occupations. The New York Institute of Business Studies Inc. enables its students to develop theoretical and practical understanding of these skills in a variety of key areas through its Certified Office Administrator certification program.

A flexible course, the certification programs comprise a number of short course modules, which are both easy to deliver and to study. This design allows employees to drop in and out of the course as required, enabling them to study subject areas of most immediate relevance.

The schemes are very flexible as most of the Certifications are modular and modules can be tested individually. In addition, many of the assessments are available on demand rather than being tied to a specific timetable.



Scheme of Assessment

Modules are assessed on demand via a task provided by NYIBInc and taken under controlled conditions, with the exception of three of the Optional modules. Candidates who successfully complete modules at any Level will be able to demonstrate understanding of the key areas as indicated. NYIBInc sets the guidelines for the assignments but allow students to adapt study to their local context.

Core Modules

- Basics for New Managers and Supervisors
- Business Communication / Office Procedures
- Managing Yourself

Optional Modules

- Managing Pressure
- Visualization Techniques
- Customer Care
- Organizing Meetings and Events
- Information Processing
- Interpersonal Business Skills

Flexible Options

CAO - Take all three core modules plus two optional modules

NYIBInc's Certified Office Administrator program was first introduced a few years ago and is now available in several countries. The certifications are available in a range of business-focused areas to meet different career needs, experience and ability levels.

Course Duration : 2 Months

6.3 Training for International Testing

6.3.1 **CGFNS**

The Commission on Graduates of Foreign Nursing Schools, a statutory body in USA established to protect the trust by ensuring that nurses educated in other countries who wish to practice nursing in the US, are eligible and qualified to meet licensure and other practice requirements. The CGFNS conduct examinations twice a year to license foreign nurses to practice in the United States of America. For the foreign educated nurses who do not hold US license, passing a predictor exam such as the CGFNS qualifying exam is requirement for an occupational visa to USA. The CGFNS Certification will help you to meet United States requirement for a registered nurse licensing exam.

GCE gives coaching for CGFNS for 50 Hours. Tuitions are given by high professionals who are CGFNS certified holders and eminent personalities in Nursing field. Detailed tuition on major four fields of Nursing- Psychiatric Nursing, Pediatric Nursing, Maternity Nursing and Medical Surgical Nursing along with thousands of comprehensive questions.

Course Duration : 50 Hrs (5 Weeks)



6.3.2 **TSE**

GCE Provides Five weeks coaching for TSE (Test of Spoken English) also. Students are made shrewd in speaking Excellent English with an American accent

Course contents

- Map Section
- Picture Section.
- Graph Section
- Announcement Section

Course Duration : 50 Hrs (5 Weeks)

6.3.3 **NCLEX**

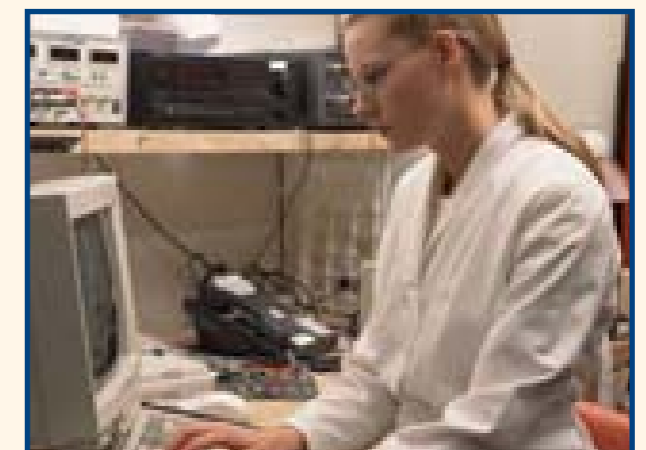
National Council Licensure Examination-Registered Nurses.

The CGFNS Certification Program is designed specifically for first-level, general nurses educated and licensed outside the United States who wish to assess their chances If passing the U.S. Registered Nurse Licensing Exam, the NCLEX-RN Examination, and attaining licensure to practice as registered nurses within the United States. Passing the CGFNS qualifying exam will help you to feel reasonably assured of success in the NCLEX-RN.

- Provides practice test questions related to medical terminology to help prepare for the NCLEX test
- Understand what it takes to become proficient at medical terminology that will be found on the NCLEX and how much you need to understand
- Our researchers provide expert advice from someone who's been in the medical field and knows what you need to know
- Empowers you with all the most important prefixes/suffixes and root words that allow you to be able to dissect any medical term found on the NCLEX
- Recognize surgical abbreviations that will save you from making common mix-ups on test questions

GCE offers coaching for NCLEX-RN. Tuitions will be given on Tape Recorders as well as on Computers as in U.S.A. Emphasis is given on four major fields in Nursing and also thousands of comprehensive questions can be answered and practiced on Computers. Students are made shrewd in answering RN Exams in any State Council of U.S.A.

Course Duration : One Month



6.3.4 Sat I (Scholastic Aptitude Test)

SAT Program consists of the SAT I: Reasoning Test and SAT II: Subject Tests.

SAT I is a three-hour test, primarily multiple-choice, that measures verbal and mathematical reasoning abilities.

Verbal Section

The verbal sections test your critical reading skills and your vocabulary. One goal of the exam is to determine whether when you read a passage you understand what the author is saying and can make valid conclusions based on the text.

Quantitative Section

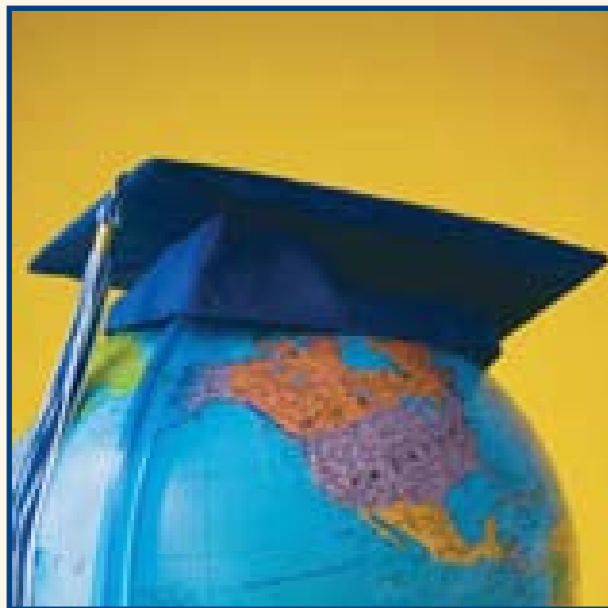
The quantitative sections of the SAT I are less a test of your knowledge of arithmetic, geometry, and algebra than they are of your ability to reason logically.

Course Duration : 40 Hrs (One Month)

6.3.5 Sat II (Scholastic Aptitude Test)

Subject Tests are one-hour, mostly multiple-choice, tests in specific subjects. These tests measure knowledge of particular subjects and the ability to apply that Knowledge. Many colleges require or recommend one or more of these tests for admission to undergraduate courses or placement purposes.

Course Duration : 40 Hrs (One Month)



6.3.6 Graduate Record Examination (GRE)

Tests offered include:

The General Test

which measures developed verbal, quantitative, and analytical abilities. The General Test measures verbal, quantitative, and analytical skills:

Verbal

The verbal measure tests your ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences, and recognize relationships between words and concepts.

Quantitative

The quantitative measure tests your basic mathematical skills and your understanding of elementary mathematical concepts, as well as your ability to reason quantitatively and solve problems in a quantitative setting.

Writing

The Writing Assessment, which measures proficiency in critical reasoning and analytical writing, and

Analytical

The analytical measure tests your ability to understand structured sets of relationships, deduce new information from sets of relationships, analyze and evaluate arguments, identify central issues and hypotheses, draw sound inferences, and identify plausible causal explanations.

The Subject Tests

which measure achievement in 12 different fields of study. Many colleges require or recommend this test for admission to graduate courses (Masters and PhD)

Course Duration : 40 Hrs (One Month)

6.3.7 GMAT: (Graduate Management Aptitude Test)

The GMAT consists of four separately timed sections.

Analytical Writing Assessment

Analytical Writing Assessment, comprises of two essays topics selected by the computer. You are allowed 30 minutes to respond to each topic. One task is to analyze an issue; the other is to analyze an argument.

Quantitative Section

This section contains 37 multiple-choice questions (with five answer choices per question) of either two question types, Data Sufficiency or Problem Solving.

Verbal Section

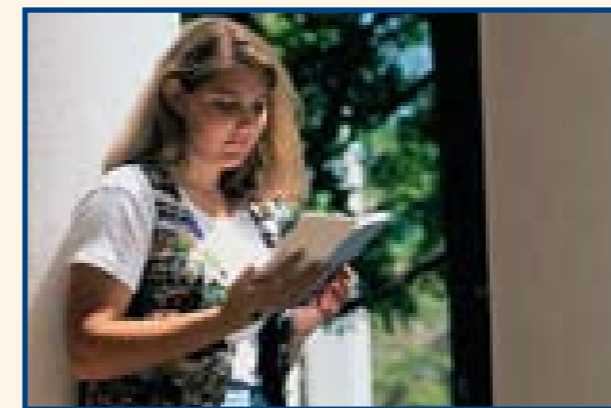
This section contains 41 multiple-choice questions (with five answer choices per question) of any of three question types, Reading Comprehension, Critical Reasoning, and Sentence Correction. Many colleges require or recommend this test for admission to Graduate Courses in Management (Masters And PhD).

Course Duration : 40 Hrs (One Month)

6.3.8 GED -American High School Diploma

How to Ace the GED, Using our easy step-by-step GED test prep course without weeks and months of endless studying.

Are you interested in the only GED test prep course prepared by ACTUAL GED test experts, who ACTUALLY scored HIGHER than the 99th percentile on the toughest standardized tests? Our original research into the GED reveals specific weaknesses never before discovered that you can exploit to increase your GED test score more than you've ever imagined.



6.4 Computer Courses

6.4.1 Computer Hardware & Networking Courses

Here are some exclusive training programs on computer hardware and digital electronics. We have four types of courses on computer hardware engineering. All these courses are designed to include those people with little or no previous electronics background. You will start with simple, easy-to-understand fundamentals and go on to acquire the well rounded occupational skills that can qualify you for rewarding opportunities in the field of computer hardware. Our lessons will take you step-by-step deeper and deeper into the mysteries of computer hardware and networking until you attain the background to become a top-notch computer hardware expert.

6.4.1.1 Computer Hardware Assembling, Upgrading and Configuring:

Course Description:

During this exclusive, all practical, tutorial workshop in our hardware laboratory, the student will learn all about PC assembling, upgrading, configuring and servicing. It starts with basic computer components such as motherboard, disk drives, controllers and more. You will practically learn how to properly assemble these various parts to make a complete working computer and configure it with operating systems. Some of the topics covered are—installing memory, configuring CMOS, formatting hard disks, installing & configuring DOS and Windows operating systems, upgrading the system to a higher processor machine, assembling Pentium machines, installing and configuring radio cards, installing and configuring TV cards, installing and configuring modems, printers and scanner, installing INTERNET and connecting the computers to make a peer to peer network.

Course Objective:

During this workshop, you will get familiar with most of the hardware concepts and become an expert in assembling and configuring computers.

Pre-requisite:

This course is designed for laymen and no previous electronics experience is required. Great training for computer sales people and service technicians.

Course Duration : 30 Hrs (3 Weeks)

6.4.1.2 Computer Hardware Troubleshooting

Course Description:

This short-term, all practical, intensive tutorial workshop is designed to make a computer technician or hardware engineer well versed with all possible troubleshooting and system optimization techniques. The student will be given hands-on live trouble shooting scenarios. Software, hardware and device trouble shooting is thoroughly covered to make you an expert. During this course, the student will practically learn how to deal with and troubleshoot:

- Windows Operating System Errors
- BIOS Beep Errors
- Troubleshooting CD Drive
- Troubleshooting Hard Drive
- Troubleshooting Memory
- Troubleshooting Motherboard, MODEMS, Printers
- Dealing with Booting Problems
- Troubleshooting Monitors

Course Objective:

After completion of this intensive work-shop, you will have added expertise in different types of latest troubleshooting and system optimization techniques, presently, used by hardware technicians.

Pre-requisite:

This course is designed for those who have already finished the above mentioned - Course No. (8.4.1.1) Computer Hardware Assembling, Upgrading and Configuring - or for those who have an electronic or computer hardware background.

Course Duration : 10 Hrs (One Week)



6.4.1.3 Computer Hardware, Troubleshooting & Networking

Course Description:

This intensive course, which is a combination of Hardware Assembling, Troubleshooting and Networking Courses, focus on Computer Hardware & Networking. This help you keep pace with the latest in hardware and networking technology. You will learn all about assembling, upgrading, configuring, Networking and Troubleshooting of computers. Practical workshop on most of the troubleshooting and system optimization techniques used by network technicians.

During this exclusive training workshop the student will:

- Practically assemble Pentium computers from scratch components, install, configure Windows operating systems
- Upgrade the assembled computer to a higher processor system
- Upgrade the computer to a multi-media machine by installing CD-ROM, sound cards, speakers etc.
- Install peripherals using Windows plug & play features
- Install and configure Network card and connect the computers to make a peer-to-peer network
- Learn to create a complete network by cabling, connecting computers
- Install and configure scanners and printers
- Upgrade the system with multi-hard disks and different types of partitions
- Install and configure internet
- Install and configure Windows 2000 Server and Clients
- Learn Network Administration
- Learn plenty of troubleshooting and system optimization techniques

Course Objective:

After completion of this intensive work-shop, you will have expertise in assembling, upgrading configuring and troubleshooting computers. You will be capable of setting up and administering of a complete network site using Windows 2000 operating system.

Pre-requisite:

This is a complete course, designed for laymen and no previous electronics experience is required. Great training for computer and network product sales people and service technicians.

Course Duration : 66 Hrs (6 Weeks)

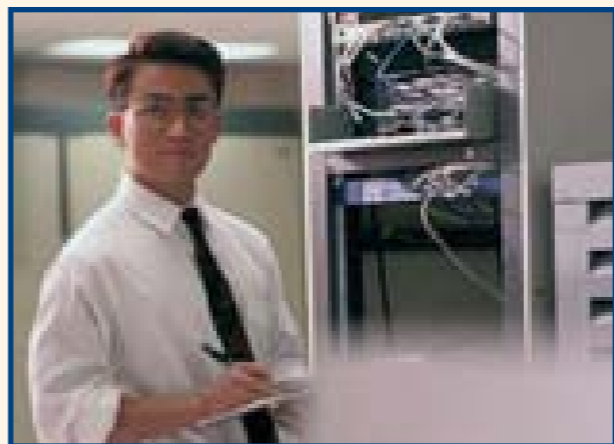
6.4.1.4 Certificate in Computer Hardware & Network Engineering

This is an exclusive five months program that starts from basic Binary number system, Digital Arithmetic, Boolean Algebra & Logic Gates and ends up in functioning of different computer hardware components & networking with Windows 2000, Windows 2003 and UNIX operating systems. During this course the students will learn how each component in the computer functions, how information & programs flow through the system, how to install, configure & administer different network systems like Windows 2000, Windows 2003 & UNIX operating systems. The student will have an opportunity to work on different models of Windows NT networking like Domain, client server and workgroups. The student will also be able to create a multi-domain environment between the domains. During this course, installing & configuring Windows 2000 and client server & undertaking most of the network administration tasks in Windows 2003 will be done. Also, installing & configuring SCO UNIX operating systems as well as undertaking most of the systems administrative tasks in UNIX & SHELL programming are part of the course. Finally, the student will interconnect all these three operating systems in one network & learn to interact between them.

During this course, you will be unfolding the mysteries of computer hardware and networking in depth. Unlimited, flexible class timings. Free courseware is also provided. Approved by Ministry of Education, U.A.E.

The total course is divided into four modules as follows:-
 Module A - Hardware Engineering
 Module B - Networking with Windows 2000
 Module C - Networking with Windows 2003
 Module D - UNIX Operating System

Course Duration : 154 Hrs (3 Months)

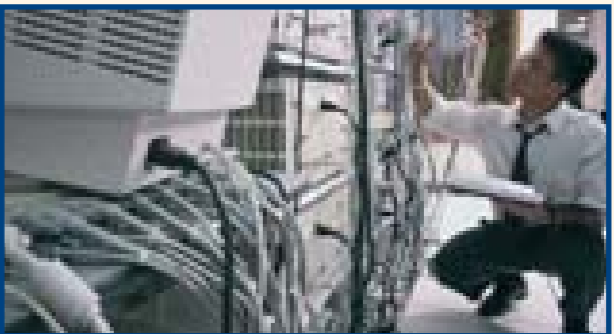


6.4.1.5 Be A Certified Computer Technician (A+ Certification Program)

A+ Certification is an industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by the Computing Technology Industry Association (CompTIA) and tests are administered by Sylvan Prometric. Over 50 major computer hardware and software manufacturers, vendors, distributors, resellers, and publications back the program. A+ Certification provides a wealth of benefits to any person seeking a job in the computer industry.

To gain your A+ Certification, you must pass two exams: the Core Exam and a Specialty Operating System exam. The Specialty exam covers Windows/DOS. Our course provides you with all the knowledge necessary to master the A+ Exams.

Course Duration : 40 Hrs (One Month)



6.4.1.6 Windows Server-2003

Managing Windows 2003 Server

- 1 Introducing Microsoft Windows 2003
- 2 Installing Windows 2003 Server and XP Professional
- 3 Administering Microsoft Windows server 2003
- 4 User Accounts
- 5 Group Accounts
- 6 Computer Accounts
- 7 Files and Folders
- 8 Backing Up Data
- 9 Setting up and Configuring network Printers
- 10 Maintaining the Operating System
- 11 Managing Hardware Devices and Drivers
- 12 Managing Microsoft Windows Server 2003 Disk Storage
- 13 Monitoring Microsoft Windows server 2003
- 14 Recovering from System Failure

Course Duration : 36 Hrs (One Month)

6.4.1.7 **Cisco Certified Network Associate(CCNA)**

Course Content

- 1 Introduction to Networking
- 2 Networking Fundamentals
- 3 Networking Media
- 4 Ethernet Fundamentals
- 5 Ethernet Technologies
- 6 Ethernet Switching
- 7 TCP/IP Protocols Suite and IP Addressing
- 8 Addressing
- 9 Routing Fundamentals and Subnets
- 10 WANs and Routers
- 11 Introduction to Routers
- 12 Configuring a Router
- 13 Managing Cisco IOS Software
- 14 Routing and Routing Protocols
- 15 Distance Vector Routing Protocols
- 16 Basic Router Troubleshooting
- 17 Intermediate TCP/IP
- 18 Access Control Lists

Exam Code: 640-801 (One Paper) or 640-811 & 640-821 (Two Paper)

Course Duration : 36 Hrs (4 Weeks)

6.4.1.8 **Cisco Certified Network Professional (CCNP)**

The CCNP certification (Cisco Certified Network Professional) indicates advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes, including but not limited to these protocols: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Translational Bridging.



CCNP Course Details

PAPER-I (642-801)

Building Scalable Cisco Internetworks Exam (BSCI)

The Building Scalable Cisco Internetworks exam is one exam within a series of exams required to achieve CCIP certification. This exam will also be accepted as a replacement for the Routing exam (640-603 RTING), since the content includes all topics for the Routing exam as well as additional information relevant to communications and services audiences.

- List the key information routers needs to route data
- Describe classful and classless routing protocols
- Describe link-state router protocol operation
- Compare classful and classless routing protocols
- Compare distance vector and link state routing protocols
- Describe concepts relating to extending IP addresses and the use of VLSMs to extend IP addresses
- Describe the features and operation of EIGRP
- Describe the features and operation of single area OSPF
- Describe the features and operation of multi-area OSPF
- Explain basic OSI terminology and network layer protocols used in OSI
- Identify similarities and differences between Integrated IS-IS and OSPF
- List the types of IS-IS routers and their role in IS-IS area design
- Describe the hierarchical structure of IS-IS areas
- Describe the concept of establishing adjacencies
- Describe the features and operation of BGP
- Explain how BGP policy-based routing functions within an autonomous system
- Explain the use of redistribution between BGP and Interior Gateway Protocols (IGPs)

PAPER-II (642-811)

Building Cisco Multilayer Switched Networks (BCMSN)

In the Building Cisco Multilayer Switched Networks (BCMSN) course, network administrators learn how to build campus networks using multilayer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. BCMSN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP), and Cisco Certified Internetwork Expert (CCIE) certifications.

- Describe the Enterprise Composite Model used for designing networks and explain how it addresses enterprise network needs for performance, scalability and availability

- Describe the Enterprise Composite Model used for designing networks and explain how it addresses enterprise network needs for performance, scalability and availability
- Describe the physical, data-link and network layer technologies used in a switched network, and identify when to use each
- Explain the role of switches in the various modules of the Enterprise Composite Model (Campus Infrastructure, Server Farm, Enterprise Edge, Network Management)
- Explain the function of the Switching Database Manager [specifically Content Addressable Memory (CAM) and Ternary Content Addressable Memory (TCAM)] within a Catalyst switch
- Describe the features and operation of VLANs on a switched network
- Describe the features of the VLAN trunking protocols including 802.1Q, ISL (emphasis on 802.1Q) and dynamic trunking protocol
- Describe the features and operation of 802.1Q Tunneling (802.1QinQ) within a service provider network.
- Describe the operation and purpose of managed VLAN services
- Describe how VTP versions 1 and 2 operate including domains, modes, advertisements, and pruning
- Explain the function of the Switching Database Manager [specifically Content Addressable Memory (CAM) and Ternary Content Addressable Memory (TCAM)] within a Catalyst switch
- Explain the operation and purpose of the Spanning-Tree Protocol (STP) on a switched network
- Identify the specific types of Cisco route switch processors, and provide implementation details
- List and describe the operation of the key components required to implement interVLAN routing
- Explain the types of redundancy in a multilayer switched network including hardware and software redundancy
- Explain how IP multicast operates on a multilayer switched network, including PIM, CGMP and IGMP
- Describe the quality issues with voice traffic on a switched data network, including jitter and delay
- Describe the QoS solutions that address voice quality issues
- Describe the features and operation of network analysis modules on Catalyst switches to improve network traffic management
- Describe Transparent LAN Services and how they are implemented in a service provider network

PAPER-III (642-821)

Building Cisco Remote Access Networks (BCRAN)

In the Building Cisco Remote Access Networks course, students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links.

Exam Topics

The following topics are covered in the BCRAN course:

- Describe how different WAN technologies can be used to provide remote access to a network, including asynchronous dial-in, Frame Relay, ISDN, cable modem, and DSL
- Describe traffic control methods used to manage traffic flow on WAN links
- Explain the operation of remote network access control methods
- Identify PPP components, and explain the use of PPP as an access and encapsulation method
- Describe the structure and operation of virtual private network technologies
- Describe the process of Network Address Translation (NAT)
- Configure asynchronous modems and router interfaces to provide network access
- Configure an ISDN solution for remote access
- Configure frame relay operation and traffic control on WAN links
- Configure access control to manage and limit remote access
- Configure DSL operation using Cisco IOS
- Configure VPN operation using Cisco IOS
- Configure Network Address Translation (NAT)

PAPER-IV (642-831)

Cisco Internetwork Troubleshooting (CIT)

The Cisco Internetwork Troubleshooting (CIT) course teaches students how to baseline and troubleshoot an environment using Cisco routers and switches for multiprotocol client hosts and servers connected with the following:

- Identify troubleshooting methods.
- Explain documentation standards and the requirements for document control.
- Establish an optimal system baseline.
- Diagram and document system topology.
- Document end system configuration.
- Verify connectivity at all layers.
- Select an optimal troubleshooting approach

Course Duration : 4 Months (Each Module One Month)

6.4.1.9 UNIX Operating System

The UNIX operating system is unique in the computer world in that it has attracted both intensely loyal defenders and intensely critical detractors. Almost no one who has used the UNIX system is indifferent to it. Computer experts usually fall into "fan" category, while beginners fall into the "foe" category. Our state-of-the-art laboratory exercises and step-by-step lessons will help directly over the "foe" stage to defender status.

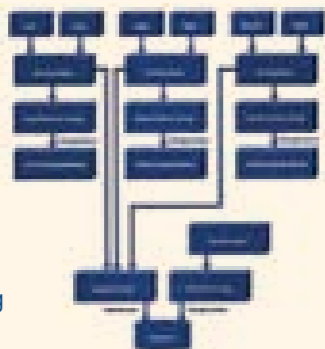
- Introduction to UNIX Operating System
- Features and uses of UNIX Operating System
- The UNIX Kernel and Unix Shells
- Functions of a Shell and Using Shell Commands
- File Security in UNIX
- Predefined Shell variables and UNIX Environment variables
- Interactive Shell scripts
- Calling sub-programs from Shell scripts
- Working with different Shells
- Overview of System Administration
- Working as a Super User
- Starting up a UNIX System and Shutting down a UNIX System
- Creating a new File System in UNIX
- Backing up a file system

Course Duration : 36 Hrs (4 Weeks)

6.4.1.10 Red Hat Linux

This comprehensive hands-on course provides the knowledge and skills needed to effectively use Linux. In this course you will learn to use Linux user commands and develop shell scripts. Learn and practice essential Linux system administration tasks.

- The File System & Files
- File System Management Utilities
- Communication Utilities
- Directories
- Using Shell
- Filename Generation
- Processes
- Shell concepts
- Flow Control
- Utilities
- File System Security
- Variables
- Performance Monitoring
- User Administration



Course Duration : 36 Hrs (4 Weeks)

6.4.1.11 MCSE (Microsoft Windows 2003 Track)

Microsoft Certified System Engineer (MCSE) Candidates on Microsoft Windows Server 2003 tracks are required to pass the following Exams.

Core Exams (6 Papers)

Descriptions	Exam#
Managing and Maintaining a Microsoft Windows Server 2003 Environment	70 - 290
Implimenting, Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	70 - 291
Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	70 - 293
Planning, Implimenting and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	70 - 294

Client Operating Systems (1 Exam Required)

Installing, Configuring and Administering Microsoft Windows XP Professional or Installing, Configuring and Administering Microsoft Windows 2000 Professional	70 - 270 70 - 210
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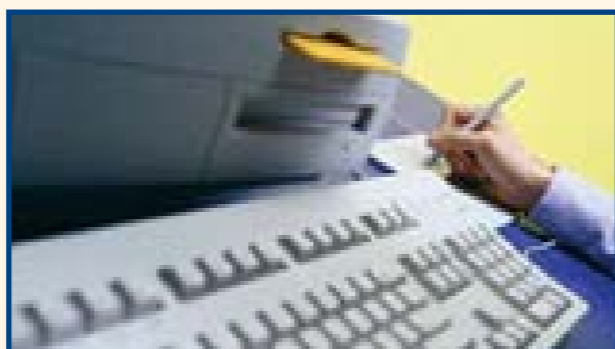
Design (1 Exam Required)

Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure or Designing Security for a Microsoft Windows Server 2003 Network	70 - 297 70 - 298
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Elective Exams (1 Exam Required)

Installing, Configuring and Administering Microsoft SQL Server 2000 Enterprise Edition or Designing and Implimenting Database with Microsoft SQL Server 2000 Enterprise Edition	70 - 228 70 - 229
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Course Duration : 5 Months



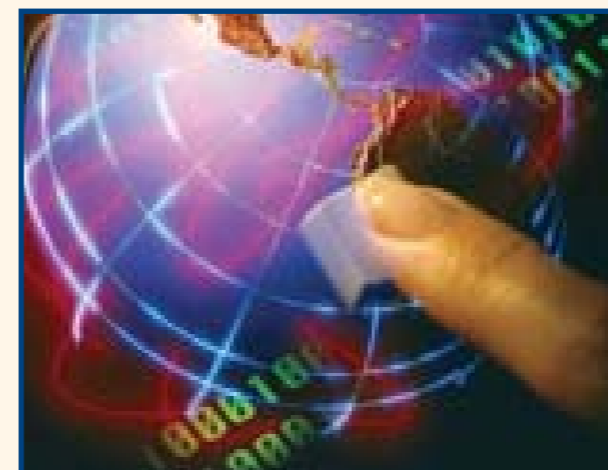
6.4.2 Software Training Courses

6.4.2.1 Beginner Course - Job Oriented Course

Learn the basic computer skills required for the jobs. It is very easy with our exercise-based, step-by-step training method.

- Computer & IT Concepts
- Microsoft Windows
- Microsoft Paint
- Microsoft Word
- Microsoft Excel
- Internet

Course Duration : 40 Hrs (4 Weeks)



6.4.2.2 Beginner Course - Executive Training Program

Learn the essential computer skills required for executives, administrators, secretaries, office assistants, accountants and managers etc. It is very easy with our exercise-based, step-by-step training method.

- Computer & IT Concepts
- Microsoft Windows
- Microsoft Paint
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Internet

Course Duration : 70 Hrs (7 Weeks)

6.4.2.3 A Programming Windows Applications Using C#.NET

The C#.NET is the most productive tool for creating high performance Web and Enterprise Applications ever introduced by Microsoft. Due to salacity, powerful features of ADO.NET, high performance and close resemblance with C++ and Java, C#.NET is getting more and more popularity for developing Web and Enterprise applications.

- Designing Windows Forms
- Using Form Controls
- Variables and Data Types
- Decisions and Loops
- Event Handling
- Sub Procedures
- Arrays
- Menu and Popup Menu
- Debugging
- Exception Handling
- ADO.NET Architecture & Library
- Database Connectivity using SQLClient Library
- Database Connectivity using OleDb Library
- DataGrid Control

Course Duration : 50 Hrs (5 Weeks)

6.4.2.3 B Advance C#.NET Programming

- Object Oriented Programming
- Classes and Objects
- Properties and Methods
- Constructors and Destructors
- User Defined Functions
- Passing Parameters
- ByVal and ByRef
- Overloading
- Inheritance, and Overriding
- Encapsulation & Polymorphism
- Inner Classes
- Modifiers
- Network Programming
- Multi-Threaded Programming
- Building Custom Controls
- COM Components
- Building Distributed Applications

Course Duration : 50 Hrs (5 Weeks)

6.4.2.4
A
Programming Windows Applications Using Visual Basic.NET

Visual Basic .NET, the next generation of Visual Basic, is designed to be the easiest and most productive tool for creating .NET applications including Windows applications, web applications and web services. With the powerful features ADO.NET, it has become most popular programming language to develop enterprise database solutions.

- Designing Windows Forms
- Using Form Controls
- Variables and Data Types
- Decisions and Loops
- Event Handling
- Sub Procedures
- Arrays
- Menu and Popup Menu
- Debugging
- Exception Handling
- ADO.NET Architecture & Library
- Database Connectivity using SQLClient Library
- Database Connectivity using OleDb Library
- DataGrid Control

Course Duration : 50 Hrs (5 Weeks)

6.4.2.4
B
Advance Visual Basic.NET Programming

- Object Oriented Programming
- Classes and Objects
- Properties and Methods
- Constructors and Destructors
- User Defined Functions
- Passing Parameters
- ByVal and ByRef
- Encapsulation & Polymorphism
- Inheritance, and Overriding
- Polymorphism
- Inner Classes
- Modifiers
- Multi-Threaded Programming
- Network Programming
- Building Custom Controls
- COM Components
- Building Distributed Applications

Course Duration : 50 Hrs (5 Weeks)

6.4.2.5
A
Programming Asp.NET Using C#.NET

The C#.NET is the most productive tool for creating high performance Web and Enterprise Applications ever introduced by Microsoft. Due to salacity, powerful features of ADO.NET, high performance and close resemblance with C++ and Java, C#.NET is getting more and more popularity for developing Web and Enterprise applications.

- Building ASP.NET Forms with HTML Controls
- Building ASP.NET Forms with Web Controls
- Variables and Data Types
- Decisions and Loops
- Arrays
- Event Handling in ASP.NET
- Exception Handling
- Binding Data with Web Controls
- Form Validation Controls
- Cookies and Session State Variables
- ADO.NET Architecture & Library
- Database Connectivity using SQLClient Library
- Database Connectivity using OleDb Library
- DataList and DataGrid Controls
- Templates
- Working with XML

Course Duration : 60 Hrs (6 Weeks)

6.4.2.5
B
Advance Asp.NET Programming Using C#.NET

- Object Oriented Programming
- Classes and Objects
- Properties and Methods
- Constructors and Destructors
- User Defined Functions
- Passing Parameters
- ByVal and ByRef
- Overloading
- Inheritance, and Overriding
- Encapsulation & Polymorphism
- Inner Classes
- Modifiers
- Multi-Threaded Programming
- Debugging
- Advance Server Controls
- Tracking User Session
- Application Tracking
- Sending and Accessing E-Mails
- Secure Socket Layer Programming
- Search Engines
- XML Web Services
- Building ASP.NET Custom Controls
- Advance Custom Controls
- COM Components
- Building Distributed Applications

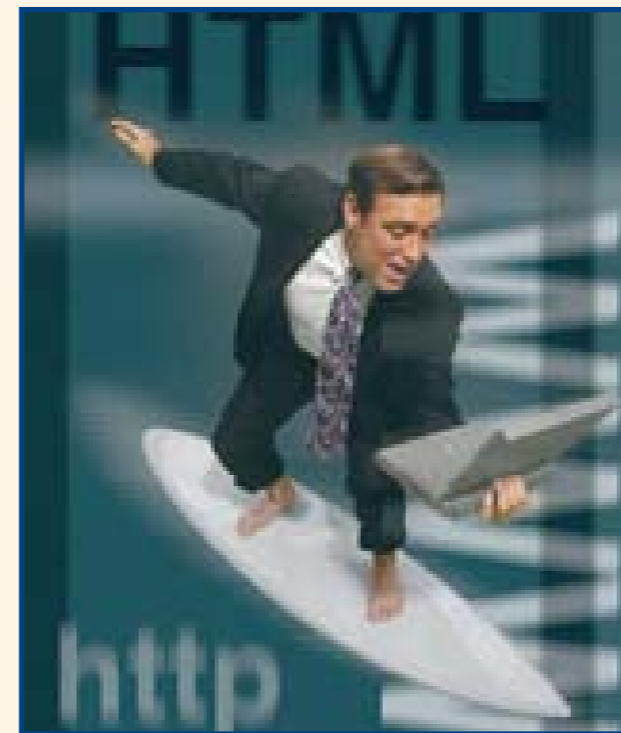
Course Duration : 60 Hrs (6 Weeks)

6.4.2.6
A
Programming Asp.NET Using VB.NET

The .NET framework released by Microsoft Corporation makes building real world Web applications dramatically easier. ASP.NET with Visual Basic.NET lets you leverage your current programming skills. Now by using only one tool of Web development, ASP.NET, you can meet all your web development challenges and can develop sophisticated, scalable web solutions. With the powerful features ADO.NET, it has become most popular programming language for the development of dynamic and e-commerce Sites.

- Building ASP.NET Forms with HTML Controls
- Building ASP.NET Forms with Web Controls
- Variables and Data Types
- Decisions and Loops
- Arrays
- Event Handling in ASP.NET
- Exception Handling
- Binding Data with Web Controls
- Form Validation Controls
- Cookies and Session State Variables
- ADO.NET Architecture & Library
- Database Connectivity using SQLClient Library
- Database Connectivity using OleDb Library
- DataList and DataGrid Controls
- Templates
- Working with XML

Course Duration : 60 Hrs (6 Weeks)



6.4.2.6
B
Advance Asp.NET Programming Using VB.NET

- Object Oriented Programming
- Classes and Objects
- Properties and Methods
- Constructors and Destructors
- User Defined Functions
- Passing Parameters
- ByVal and ByRef
- Overloading
- Inheritance, and Overriding
- Encapsulation & Polymorphism
- Inner Classes
- Modifiers
- Multi-Threaded Programming
- Debugging
- Advance Server Controls
- Tracking User Session
- Application Tracking
- Sending and Accessing E-Mails
- Secure Socket Layer Programming
- Search Engines
- XML Web Services
- Building ASP.NET Custom Controls
- Advance Custom Controls
- COM Components
- Building Distributed Applications

Course Duration : 60 Hrs (6 Weeks)

6.4.2.7
A
Microsoft Certified Application Developer (MCAD) With Visual Basic .NET

- Exam 70-305: Developing and Implementing Web Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- Exam 70-310: Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework
- Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition

Course Duration : 3 Months
Each module one month

6.4.2.7 B Microsoft Certified Application Developer (MCAD) With Visual Basic .NET

- Exam 70-306: Developing and Implementing Windows-based Applications with Microsoft Visual Basic .NET and Microsoft Visual Studio .NET
- Exam 70-310: Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework
- Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition

Course Duration : 3 Months
Each module one month

6.4.2.8 A Microsoft Certified Application Developer (MCAD) With C# .NET

- Exam 70-315: Developing and Implementing Web Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- Exam 70-320: Developing XML Web Services and Server Components with Microsoft Visual C# and the Microsoft .NET Framework
- Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition

Course Duration : 3 Months
Each module one month

6.4.2.8 B Microsoft Certified Application Developer (MCAD) With C# .NET

- Exam 70-316: Developing and Implementing Windows-based Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET
- Exam 70-320: Developing XML Web Services and Server Components with Microsoft Visual C# and the Microsoft .NET Framework
- Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition

Course Duration : 3 Months
Each module one month

6.4.2.9 Programming Using Visual Basic 6.0

Visual Basic 6.0 is the most productive tool for creating high performance database applications. It provides powerful programming features with ease of GUI development, application triggers and scalability to develop enterprise applications. With building support of ADO and OLEDB and native tool for MS Access and MS SQL Server, it has become most popular programming language.

- Designing Windows Forms
- Using Form Controls
- Variables and Data Types
- Decisions and Loops
- Event Handling
- Sub Procedures
- Arrays
- Control Arrays
- Menu and Popup Menu
- Debugging and Error Handling
- Database Connectivity with ADODC
- Database Connectivity with Data Environment Designer
- Flex Grid Control
- Data Report Designer
- MDI Forms

Course Duration : 50 Hrs (5 Weeks)

6.4.2.10 Advance Visual Basic 6.0 Programming

- Object Oriented Programming
- Classes and Objects
- Properties and Methods
- Constructors
- User Defined Functions
- Passing Parameters
- ByVal and ByRef
- Advance Programming with ADO
- ActiveX.EXE Projects
- ActiveX.dll Projects
- Building Custom Controls
- Building DHTML Applications
- Building ActiveX Document Applications
- COM Components
- Building Distributed Applications

Course Duration : 50 Hrs (5 Weeks)

6.4.2.11 Programming MS SQL Server

When organizations look to solve a database challenge, Microsoft SQL Server is the leader. It offers scalable business solutions through powerful knowledge management, sophisticated data warehousing, scalable mobile computing, elegant commerce sites and enterprise integration with other Microsoft products. Find out how to maximize the performance and scalability of your SQL Server database to meet the current needs of your enterprise level organizations as well as planning for future requirements.

- Introduction to SQL Server Concepts
- Database Designing
- Creation of Base level SQL Server Objects
- Structure Query Language
- Integrity Constraints
- Relational Database Management System
- Normalization & Denormalization
- Advance SQL Server Objects
- Programming with Transact SQL
- Views
- Stored Procedures
- Control Database Access Through Cursors
- Server-Side Triggers
- Working with XML
- Enterprise Manager
- Query Analyzer

Course Duration : 40 Hrs (4 Weeks)

6.4.2.12 Administering SQL Server

- Basic Administration Tasks
- Managing Indexes
- Full Text Search
- Database Users and Roles
- Application Roles
- SQL Server Security and Permissions
- Backup and Restore Process
- Performance Tuning
- Import and Export Data
- Job Alerts and Operators
- Replication

Course Duration : 30 Hrs (3 Weeks)

6.4.2.13 PHP/MySQL Programming

The PHP is a powerful web scripting tool for building dynamic, interactive web sites. It is a C++ based a matured web production tool. With every coming day, it is gaining more and more popularity among programmers.

- Variables, Data Types and Operators
- Decisions
- Loops
- Arrays
- Form Validation
- Error Handling
- Custom Functions
- Nesting and Recursion
- Files and Directories
- PHP XML Functions
- Working with MySQL
- Database Connectivity
- Retrieving Data from MySQL Using PHP
- Using PHP to manipulate Data in MySQL
- Retrieving and Manipulating
- Object Oriented Programming
- PHP and Email
- Generating Graphics

Course Duration : 50 Hrs (5 Weeks)

6.4.2.14 Coldfusion Programming

Cold Fusion is a wonderful product of Macromedia Inc. With support of Flash Interactive Forms and other World's top-class Macromedia web publishing and authoring tools, day-by-day, it is gaining popularity for developing sophisticated web applications.

- ColdFusion Markup Language
- Passing Data between Templates
- Variables and Operators
- Decisions and Loops
- Custom Functions
- Complex Data Types
- Working with Relational Databases
- Working with MS SQL Server
- Working Oracle Database Server
- Working with MS Access
- ColdFusion Scripting
- Developing Graphs with ColdFusion
- Sending and Receiving Emails with ColdFusion
- XML and ColdFusion
- E-Commerce Applications

Course Duration : 50 Hrs (5 Weeks)

6.4.2.15 Advance Javascript Programming

Learn advance features of industry standard client-side script for the web. JavaScript is most productive and powerful tool to give dynamic effects to web pages, validate forms, download ADD-ONS, SNAP-INS etc.

- Variables and Data Types
- The Document Object
- Alert, Prompt and Confirm
- Decisions and Loops
- Arrays
- Event Handling
- Status Bar Alerts, Text Reversal Alerts and Timer Alerts
- Popup Windows and Parent-Child windows
- Status Bar Enhancements
- Banners and Tickers
- Client-Side and Server-Side objects
- Cookies
- Search Engines
- Menu Systems
- Frame-Based Menus
- Server-Side JavaScript

Course Duration : 50 Hrs (5 Weeks)



6.4.2.16 Flash Actionscripts & Interactive Forms

- Basic Actions
- Variables and Operators
- Decisions and Loops
- Functions
- Properties and Constants
- Core Objects
- Movie Objects
- Flash Interactive Forms
 - FCheckBox, FRadioButton
 - FComboBox, FListBox, FPushButton
 - FScrollBar, FScrollPane, FStyleFormat

Course Duration : 35 Hrs (4 Weeks)

6.4.2.17 Programming Using C Language

Make the jump to C programming. It is easy with our comprehensive step-by-step training method. Learn a wealth of insights into development methodology in C++, through our easy to understand, step-by-step instructions.

- Programming Language Fundamentals
- Variables and Data Types
- Operators and Expressions
- Input and Output
- Decisions and Flow Control
- Loops
- Arrays
- Strings
- Type Casting
- Custom Functions
- Parameters and Return Types
- Pointes
- File Handling
- Structures

Course Duration : 50 Hrs (5 Weeks)

6.4.2.18 C++ Programming

Cold Fusion is a wonderful product of Macromedia Inc. With support of Flash Interactive Forms and other World's top-class Macromedia web publishing and authoring tools, day-by-day, it is gaining popularity for developing sophisticated web applications.

- Programming Language Fundamentals
- Variables and Data Types
- Operators and Expressions
- Input and Output
- Decisions and Flow Control
- Loops
- Arrays
- Strings
- Type Casting
- Custom Functions
- Parameters and Return Types
- Pointes
- File Handling
- Structures
- Object Oriented Programming
- Classes, Objects and Instances
- Constructors and Destructors
- Function and Constructor Overloading
- Overriding
- Polymorphism

Course Duration : 50 Hrs (5 Weeks)

6.4.2.19 Programming Using Java

Java is the World's first pure Object Oriented Programming language. This platform independent powerful productive tool provides advanced graphics, multimedia, networking, security, database connectivity, with ease of use. Since its first release in January 1996, the development community considered java a standard for Internet development.

- Variables, Data Types and Type Casting
- Decisions and Loops
- Arrays and Strings
- Classes, Objects and Instances
- Functions and Function Overloading
- Constructors
- Inheritance and Overriding
- Abstract Classes and Interfaces
- Inner Classes
- Exception Handling
- Encapsulation Et Polymorphism
- Java Applets
- The Java Library
 - Java lang
 - Java utils
 - Java io
 - Java AWT Et Layout Managers
- Event Handling
- Multi-Threaded Programming
- Network Programming
- File Handling
- Data Transferring
- Java Packages

Course Duration : 60 Hrs (6 Weeks)

6.4.2.20 Advance Java Programming

- Swing
- Servlets
- Java Database Connectivity
- Java and XML
- Java Server Pages
- Java Beans
- EJB Et Jar Files
- Remote Method Invocation
- SOAP Messaging
- Security
- Three-Tier Application Development
- CORBA

Course Duration : 60 Hrs (6 Weeks)

6.4.2.21 A Sun Certified Associate

for the Java Platform, Standard Edition
Multitple Choice exam (CX-310-019)

Course Duration : One Month

6.4.2.21 B Sun Certified Programmer

for the Java 2 Platform, Standard Edition 5.0 (CX-310-055)

Course Duration : 6 Weeks

6.4.2.21 C Sun Certified Developer for the Java 2 Platform

Step 1 - Sun Certified Developer
for Java 2 Platform, Standard Edition -
Programming Assignment (CX-310-252A)

Step 2 - Sun Certified Developer
for Java 2 Platform, Standard Edition -
Essay Exam (CX-310-027)

Assignment Resubmission - Sun Certified Developer
for Java 2 Platform, Standard Edition
Programming Assignment (CX-310-252R)

Course Duration : 3 Months

6.4.2.21 D Sun Certified Web Component Developer

for the Java 2 Platform, Enterprise Edition 1.4
(CX-310-081)

Course Duration : 2 Months

6.4.2.21 E Sun Certified Business Component Developer

for Java 2 Platform, Enterprise Edition 1.3 (CX-310-090)

Course Duration : 2 Months

6.4.2.21
F **Sun Certified Developer**

for Java Web Services (CX-310-220)

Course Duration : 2 Months

6.4.2.21
G **Sun Certified Mobile Application Developer**

for the Java 2 Platform, Micro Edition, Version 1.0 (CX-310-110)

Course Duration : 2 Months

6.4.2.22 **Programming Oracle/Developer**

Oracle Database Server is the World most powerful RDBMS. Almost all large and enterprise databases are using Oracle database server. Oracle Developer Forms and Reports are standard tool to develop applications for Oracle database server.

- Relational Database Management System Concepts
- Structure Query Language
 - Creating and Managing Tables
 - Data Types
 - Accessing and Manipulating Information
 - Integrity Constraints and Defaults
 - Joins and Sub Queries
 - Views
 - Sequences
- Normalization & Denormalization
- PL/SQL
 - Variables and PL/SQL Data Types
 - Decisions, Loops and Flow Control
 - Exception Handling
 - Cursors
 - Stored Procedures
 - Functions
 - Packages
 - Triggers
- Oracle Developer Forms
 - Data Blocks and Client Side Relationships
 - Canvas and Canvas Types
 - Control Blocks and Control Types
 - Application Triggers
 - Menus and Popup Menu
 - Alerts
 - Toolbars
- Oracle Developer Reports
- Oracle Developer Graphics and Charts

**Course Duration : 60 Hrs (6 Weeks)
(30 Hrs each)**

6.4.2.23 **Oracle JDeveloper**

Oracle JDeveloper is the Next Generation of Oracle/Developer. It is a very powerful tool and most productive tool to develop Web and Enterprise Applications for Oracle database. It uses powerful programming features, scalability, high performance and Platform Independency of Java. So it is increasingly becoming a standard tool. This is an emerging technology and programmers are converting their skills to JDeveloper.

- Working with Oracle JDeveloper
- Working with and Customizing the IDE
- Variables, Data Types and Type Casting
- Decisions and Loops
- Arrays and Strings
- Classes, Objects and Instances
- Functions and Function Overloading
- Constructors
- Inheritance and Overriding
- Abstract Classes and Interfaces
- Event Handling
- Inner Classes
- Exception Handling
- Debugging
- Encapsulation & Polymorphism
- The Java Library
- Multi-Threaded Programming
- Java Database Connectivity
- Servlets
- Enterprise Java Beans
- Building Oracle ADF Applications
- Building and Using Application Services
- Building the Web Interface
- Implementing Projects With Oracle ADF
- Developing J2EE Applications
- Creating Business Services for the Model Project
- Java Database Connectivity
- Developing for the Business Tier



- Developing Oracle ADF Business Components
- Developing Enterprise Java Bean Components
- Developing Top Link Mappings
- Developing for the Web Tier
- Developing for the Client Tier
- Developing ADF Mobile Applications
- Developing Security for J2EE Applications
- Developing with Web Services
- JDeveloper and Web Services
- Creating, Testing and Deploying Web Services
- Monitoring and Analyzing Web Services
- Deploying Applications
- XML Editing Tools
- Data Binding Tools
- JSF Editing Tools
- Database Tools
- the Http Analyzer
- UML Modeling
- Modeling UML Classes
- Creating UML Sequence Diagrams
- Modeling UML Use Cases
- Extending JDeveloper

Course Duration : 100 Hrs

6.4.2.24 **Be A Certified Oracle Professional (OCP - DbA Track)**

Oracle Certified Professionals earn highest salaries as compare to other IT professionals. Jump to World's leading Relational Database Management System and enjoy life with best carrier opportunities in IT industry.

- Oracle Database Certified Associate (OCA)**
- 1Z0-042 Oracle Database 10g: Administration I

Course Duration : One Month

- Oracle Database Administrator Certified Professional (OCP)**
- 1Z0-042 Oracle Database 10g: Administration I
 - 1Z0-043 Oracle Database 10g: Administration II

Course Duration : 2 Months

6.4.2.25 **Be A Certified Oracle Professional (OCP - Developer Track)**

Oracle Certified Professionals earn highest salaries as compare to other IT professionals. Join Oracle market as an Oracle Developer Programmer and enjoy life with best carrier opportunities in IT industry.

- Oracle PL/SQL Developer Certified Associate (OCA)**
- 1Z0-007 Introduction to Oracle9i: SQL®
 - 1Z0-147 Program with PL/SQL

Course Duration : 2 Month

- Oracle Forms Developer Certified Professional (OCP)**
- 1Z0-007 Introduction to Oracle9i: SQL®
 - 1Z0-147 Program with PL/SQL
 - Oracle Forms Developer 10g: Build Internet Applications

Course Duration : 3 Months



6.4.2.26 **Be A Certified Oracle Professional (OCA - Application Server Track)**

Oracle Certified Professionals earn highest salaries as compare to other IT professionals. Be an Oracle Application Server Administrator and enjoy life with best carrier opportunities in IT industry.

- Oracle Application Server Administrator Certified Professional (OCP)**
- 1Z0-312 Oracle Application Server 10g: Administration

Course Duration : One Month

6.4.2.27 Oracle Financials

Oracle Applications is a suit of more than 48 integrated software modules for financial management, supply chain management, manufacturing, project systems, human resource and sales force automation. Oracle Applications combines extensive functionality with state-of-the-art technology. Applications users and

their support staff appreciate the benefits that Oracle's immense power and flexibility can bring and they almost always underestimate the amount of planning, preparation and hard work required on their part to achieve those benefits



- Oracle Financial Concepts
- Oracle General Ledger
- Budgeting
- Oracle Payables
- Oracle Receivables
- Oracle Cash Management
- Oracle Assets
- Oracle Purchasing
- Oracle Inventory
- Oracle Order Entry
- Supply Chain Management
- Project Organization and Management
- Using Multiple Currencies
- Oracle Self-Service Web Applications

- Oracle Financials Environment
- Customizations and Modifications
- The Customer Suit
- The Human Resource Suit
- The Project Suit
- The Manufacturing Suit



Course Duration : 100 Hrs

6.4.2.28 Crystal Reports

The Crystal Reports is World most powerful and productive tool for developing business and information reports for a variety of database management systems including Oracle, MS SQL Server, MS Access and others.

- Creating Reports using Crystal Reports
- Database Connectivity
- Sorting and Grouping
- Using Formulas
- Creating Custom Functions
- Formatting Report Layout
- Using Sections and Areas
- Analyzing with Cross-Tab
- Creating Charts
- Sub Reports
- Exporting Reports
- Creating and Managing Business Views

Course Duration : 15 Hrs (2 Weeks)

6.4.2.29 3D Studio Max

3D Studio MAX R3, the third generation release, is a powerhouse package for film and video production; balanced for superb image quality, speed, freedom of animation, and world-class special effects, all within a rich and accessible development environment.



- Introduction to 3D Studio
- Creating 2D Shapes and Objects
- Creating 3D Objects
- Creating Complex 3D Objects
- Creating 3D Objects Using 2D Shapes
- Lifting 2D Shapes in to 3D Objects
- Deforming the lifted Objects
- Creating Complex 3D Objects Using Boolean Commands
- Concepts, Creation and Usage of Lights
- Concepts, Creation and Usage of Cameras
- Assigning Variety of Materials to Objects
- Simulating Effects by variety of Plug-Ins (rain, snow, explosion etc.)

Course Duration : 50 Hrs (5 Weeks)

6.4.2.30 AutoCAD 2D + 3D

Learn to create your own Engineering and Architectural drawings using AutoCAD. Professional 2D + 3D design and drafting applications have long been considered difficult to learn and operate. A short time through our course materials and instruction method can change this perception. Learn what you need to know from beginning CAD concepts to advanced productivity techniques, through easy to follow, step-by-step hands on practical exercises.



- Introduction to AutoCAD
- Understanding the Screen Components
- Setting Units, Drawing Size, Scale
- Using Cartesian & Polar Co-Ordinates
- Draw, View, Modify Commands
- Using Osnap and Modifying Entity Properties
- Applying Dimensions
- Hatching Areas
- Adding text to drawings
- Creating Blacks and External References
- Printing Drawings on standard paper as per desired scale
- Understanding Various Co-Ordinate system
- Basic 3D Commands
- 3D Model commands
- Using different view ports
- Shading and Rendering

Course Duration : 50 Hrs (5 Weeks)



6.4.2.31 **Adobe Illustrator**

Vector Editing software are specially used to design company logos, artwork, office stationeries, illustrations, visiting cards, envelopes, letter heads etc. This is extensively used in the print media in the field of advertising and printing.

Features

- Creative tools for print media
- Sophisticated Web Graphic tools
- Special Effects to Images
- Versatile Transparency Capabilities
- Dynamic Media project

Course Duration : 20 Hrs (3 Weeks)

6.4.2.32 **Adobe Page Maker**

It is very difficult to think how newspapers would survive with out this blessing of page layout program. All newspapers, magazines, brochure designing invariably have to use page layout programs. This is exclusive software from Adobe. The hot favorites among most of the Advertising Agencies.

Features

- Understanding the Menus
- Understanding Dialog Boxes
- Opening a publications
- Hiding and displaying the control and styles/Colors palettes
- Desktop Publishing with Page Maker
- Proposal and Reports Forms

Course Duration : 20 Hrs (3 Weeks)

6.4.2.33 **Quark Xpress**

This is similar software as Page-maker but again with a lot of additional features and is widely popular in Apple Macintosh platform.

Features

- You can create a page layout with graphics easily and rapidly.
- You can work with multiple publications and open multiple windows.
- You can create text wrapping with images.
- You can work with layers.
- You can create your own style to design books and Newspapers.

Course Duration : 20 Hrs (3 Weeks)



6.4.2.34 **Adobe Photoshop**

The world-standard image-editing solution for print and the WEB. Rising photo design and production to exhilarating new height, Adobe Photoshop software expands its scope to bring you innovative tools and enhanced WEB features. It is the first integrated toolset for taking your images from concept to completion in print and on the WEB, maximizing your efficiency while helping you achieve the finest quality output in both media.

- Photoshop Work Area (Toolbox, Status Bar, Palattes, Context menus)
- Keyboard Shortcuts
- Making and Adjusting Selections
- Editing and Retouching
- Painting Layers
- Masks
- Filters
- Sample Exercises

Course Duration : 20 Hrs (3 Weeks)

6.4.2.35 **Adobe Premier Pro.**

The standard most used Video editing Software, which is basically used for video enhancing and putting different type of Professional and natural effects in your videos. This is the most famous and exclusive software from Adobe. The main contents of this course are as follow.

- Introduction to workspace.
- Sequencing and Basic real-Time Editing.
- Transitions, Color and Opacity.
- Motion and paths.
- Special Effects.
- Integrating Adobe After Effects, Photoshop and Illustrator with Premier Pro.
- Fundamental of Multiples Editing.
- Advance Editing on Single frame Techniques.
- Titles and Credits.
- Audio, Output and Creating DVDS.

Course Duration : 20 Hrs (3 Weeks)

6.4.2.36 **Corel Draw**

Learn to create professional artwork from simple logos to intricate technical illustrations, The enhanced text-handling capabilities and writing of CorelDraw through our easy to understand step-up-step instruction.

- Creating Drawings with different styles
- Organizing objects, setting up the object database
- Working with text styles
- Browsing clipart, photos, and 3D models using the scrapbook

Course Duration : 36 Hrs (4 weeks)

6.4.2.37 **Maya**

Maya Essential Training course will guides new users through the features of this robust 3D modeling and animation application. This course demonstrates how to use the Maya interface, then progresses to more advanced aspects of the program, such as NURBs and polygonal modeling, texturing, rendering, animation, and Paint Effects.

- Interface
- Modeling
- Texturing
- Rendering
- Animation
- Paint Effects
- Conclusion

Course Duration : 50 Hrs (5 Weeks)

6.4.2.38 **Web Designing**

When it comes to career in the field of WEB designing, the opportunities are unfathomable. WEB Designing has in the pas few years evolved to be a highly creative and ever-growing field of career opportunities.

- Introduction to Internet and World Wide Web
- HTML
- Cascading Style Sheets
- Java Scripting
- Microsoft FrontPage
- Macromedia Flash Animations
- Adobe Photoshop

Course Duration : 50 Hrs (5 Weeks)



6.4.2.39 **Web Mastering**

Be a Web Master by learning full suit of technologies of Web GIANT, the Macromedia Inc. Macromedia provides integrated suit of professional applications to built scalable, enterprise and ecommerce solutions.

- Introduction to Internet and World Wide Web
- HTML
- Java Scripting
- Macromedia Flash Animations
- Macromedia FireWorks
- Macromedia DreamWeaver
- Macromedia Flash Action Scripts
- Macromedia Flash Interactive Forms
- Macromedia Director
- Macromedia ColdFusion

Course Duration : 100 Hrs

6.4.2.40 **Be A Certified Internet Webmaster (CIW)**

Broaden your skills and demonstrate your expertise in Internet administration, design and development with Master Certified Internet Webmaster certification. The CIW is a truly vendor-independent credential – proving your ability to support and develop systems across Microsoft, Unix and Linux environments. And the world's biggest players in e-commerce, including IBM, Arthur Anderson and Hewlett Packard endorse it.

CIW – Administrator Track

The CIW – Administrator Certification requires that you pass the following four examinations.

- 1 I-Net+
- 2 Server Administrator
- 3 Internetworking Professional
- 4 Security Professional

CIW – Designer Track

The CIW–Designer Certification requires that that you pass the following three examinations.

- 1 I+Net+
- 2 Site Designer
- 3 e-Commerce Designer

Course Duration : 4 Months



6.4.2.41 A Macromedia Dreamweaver

Macromedia DreamWeaver is the most productive, professional web development tool that features visual design and site management capabilities. It is the single tool available that is integrated with Macromedia's World class products like Flash, Fireworks, Director, FreeHand and ColdFusion. It also supports all popular products like ASP, ASP.NET including VB.NET & C#.NET, PHP, Pearls Scripts, CGI and JavaScript.

- The DreamWeaver Workspace
- Creating and Text
- Working with Images
- Building Tables
- Working with Forms
- Designing Frame-Based Pages
- Site Management with DreamWeaver
- Site Publishing and Maintenance
- Using Cascading Style Sheets
- Interactivity with Behaviors

Course Duration : 20 Hrs (3 Weeks)

6.4.2.41 B Macromedia Dreamweaver Advance

- Utilizing Head Contents
- Working with Plug-Ins, ActiveX and Java
- Building Web Pages with Flash
- Working with Templates and Libraries
- Building dynamic sites with DreamWeaver
- Creating Dynamic Pages
- Creating smart with ColdFusion
- Working smart with PHP
- Working Smart with ASP.NET

Course Duration : 30 Hrs (4 Weeks)

6.4.2.42 Macromedia Flash

Learn the ultimate solution of web graphics and animation. Flash is the most productive industry standard tool for web animations. Jump to Flash, learn advance features of flash including Action Scripts and Flash Interactive Forms and enjoy best carrier in IT industry.

- Interface and Workspace Overview
- Setting Up a New Document
- Navigating the Workspace
- Working with Vectors
- Working with Color Fills and Strokes
- Working with Text
- Transforming Objects
- Key Frame, Frame and Blank Frame
- Layers
- Graphics Symbols, Button Symbols and Movie Symbols
- Working with Motion Tween Et Shape Tween
- Masking
- Scenes
- Working with Bitmaps
- Working with Sound
- Optimization
- Exporting
- Integrating Flash with DreamWeaver

Course Duration : 20 Hrs (3 Weeks)

6.4.2.43 Macromedia Fireworks

Learn industry standard macromedia web graphics tool. Macromedia FireWorks is the most productive and powerful tool to develop graphics for the web. Learn Advance features of Macromedia FireWorks and enjoy a best career.

- Interface, Tools and Workspace Overview
- Setting Up a New Document
- Navigating the Workspace
- Working with Vectors
- Working with Color Fills and Strokes
- Working with Text
- The Wonderful World of Live Effects
- Working with Bitmaps
- Masking
- Image Maps
- Working with Behaviors
- Animations
- Optimization
- Exporting
- Automation
- Integrating FireWorks with DreamWeaver

Course Duration : 20 Hrs (3 Weeks)

6.4.2.44 Macromedia Director

Macromedia Director is a professional authoring tool for creating and combining multimedia in a single integrated presentation. Director movies can be played either on the Internet or as standalone projector saved on the disk. Director offers highly effective authoring environment that allows you to create interactive presentations that incorporate the latest technology. QuickTime movies, MP3 sound files and Macromedia Flash movies can be implemented into single Director Presentation.

- Interface, Tools and Workspace Overview
- Setting Up a New Document
- Navigating the Workspace
- Working with Vectors
- Working with Color Fills and Strokes
- Working with Text
- The Wonderful World of Live Effects
- Transforming Objects
- Creating cast members
- Key Frame, Frame and Blank Frame
- Layers
- Graphics Symbols, Button Symbols and Movie Symbols
- Working with Motion Tween Et Shape Tween
- Masking
- Working with Bitmaps
- Working with Sounds and Video
- Interactivity
- Working with Behaviors
- Optimization
- Exporting
- Using 3D in Director
- Creating Projectors

Course Duration : 20 Hrs (3 Weeks)



6.4.2.45 Macromedia Freehand

Learn the industry standard Macromedia graphics and desktop publishing tool. Freehand is the most productive tool for creating desktop publishing and graphics tool that offers rich features to create and edit vector graphics. It also provides features to work with bitmap graphics.

- Interface, Tools and Workspace Overview
- Setting Up a New Document
- Navigating the Workspace
- Working with Vectors
- Working with Color Fills and Strokes
- Working with Text
- Transforming Objects
- Working with Layers
- Working with Bitmaps
- Importing Traces
- Tips and Tricks
- Exporting

Course Duration : 20 Hrs (3 Weeks)

6.4.2.46 Primavera Project Planner

Primavera offers world-class solutions (software, services and support) to serve companies working on projects in industries such as: aerospace & defense; construction and engineering; financial services; government; utilities; oil & gas; chemicals; high technology; and professional service engagements.

Primavera Project Planner is the most popular software used in project scheduling.

This course is divided into 5 Course Modules and it covers the latest version of Primavera Project Planner and features the exclusive use of this software as its vehicle for application. The course deftly integrates the scheduling aspects of a construction project with the estimating process as well as the elements of the overall management of the project. The clear and progressive presentation of the program allows students to build upon successes while working through the various chapters.

Primavera Project Planner – Course 1

This course provides hands-on training for contractors. It examines how to plan, schedule, control, and analyze projects.

Learning Outcomes:

- Create a project including activities and resources
- Schedule a project, and determine how to effectively optimize a project

Prerequisite: Working knowledge of Windows
Course Length: 2 days

At the completion of this course the student will be able to:

- Create a project
- Assign a calendar to a project
- Add activities and relationships to a project
- Organize a project using activity codes
- Perform manual schedule calculations
- Apply constraints to an activity
- Modify activity information
- Track progress on an activity
- Create and customize layouts
- Apply filters to a project
- Customize the appearance of a project for reporting purposes
- Import and export project data

Course Outline

Day One:

- Introduction
- Navigating
- Creating a project and Work Breakdown Structure
- Creating Activities
- Creating Relationships
- Scheduling the Project
- Assigning Constraints to a Project

Day Two:

- Assigning Constraints to a Project
- Adding Resources to a Project
- Optimizing the Project
- Baselining the Project
- Executing the Project
- Creating Output
- Customizing Projects

Hands on Workshops & Exercises:

- Creating a project
- Modify Calendars
- Adding activities and activity codes
- Defining activity codes
- Creating relationships in an activity
- Modifying a project
- Defining resources to a project
- Assigning resources to an activity
- Optimizing the schedule
- Tracking project progress

Course Duration : 22 Hrs (3 Weeks)



Primavera Project Planner – Course 2

This course provides hands-on training for Primavera's project planning and scheduling features. Participants will receive an overview of project management concepts, assign resources, view and approve timesheets, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios. Participants also will customize the Personal Workspace – their "homepage" – and use the Project Workspace to collaborate with team members, manage documents, and initiate a project request. This three-day course includes lesson reviews and workshops to reinforce course material.

Learning Outcomes:

- Customize Personal and Project workspaces
- Manage a project from creation through initiation
- Analyze project schedule and assess resource overallocation
- View and approve timesheets from project resources
- Collaborate with project team members

Prerequisite: Fundamental Project Management Training and a knowledge of Windows™

Course Length: 3 days

At the completion of this course the student will be able to:

- Describe Primavera modules
- Customize Personal Workspace
- Describe the Project Management Life Cycle
- Describe Enterprise Project Structure and Work Breakdown Structure
- Create a project
- Customize the Project Workspace and Workgroup
- Create a Work Breakdown Structure
- Add activities
- Create relationships
- Schedule the project
- Assign constraints
- Assign resources
- Optimize, execute, and analyze the project plan
- Initiate a project request
- Manage documents
- Creating and analyzing portfolios

Course Outline

Day One:

- Introduction
- Describe Primavera modules
- Customize Personal Workspace
- Describe the Project Management Life Cycle
- Describe Enterprise Project Structure and Work Breakdown Structure
- Create a project
- Customize the Project Workspace and Workgroup

Day Two:

- Create a Work Breakdown Structure
- Add activities
- Create relationships
- Schedule the project
- Assign constraints
- Assign resources

Day Three:

- Optimize the project plan
- Execute the project plan
- Analyze the project plan
- Initiate a project request
- Manage documents
- Creating and analyzing portfolios

Course Duration : 22 Hrs (3 Weeks)

Primavera Project Planner – Course 3

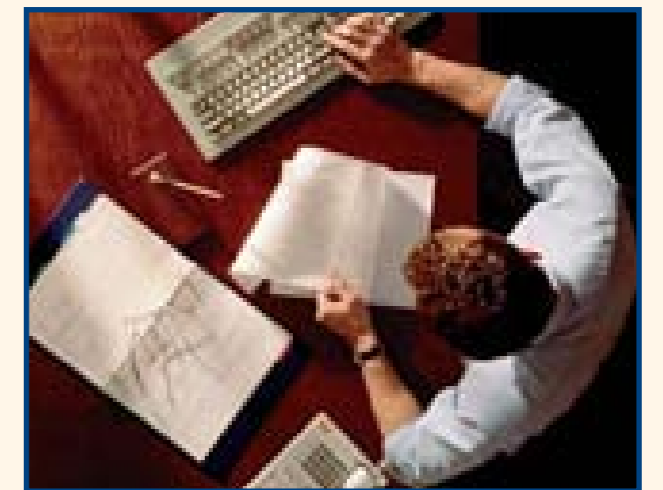
This course provides hands-on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

Learning Outcomes:

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data
- Compare current vs. target schedules

Prerequisite: Fundamental Project Management Training and a knowledge of Windows™

Course Length: 3 days



At the completion of this course the student will be able to:

- Add a Project to the Project Structure
- Create a Work Breakdown Structure
- Add Reference Documents
- Add Activities
- Add Steps and Codes to Activities
- Create Relationships
- Schedule a Project
- Add Constraints
- Organize Activities
- Assign Resources and Costs
- Analyze Resource/Cost Usage
- Optimize the Schedule
- Status the Project
- Analyze the Updated Project



Course Outline

Day One:

- Introduction
- Navigating
- Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Creating Activity Codes
- Adding Activities

Day Two:

- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Adding Constraints
- Formatting Data
- Defining Resources
- Assigning Resources and Costs
- Analyzing Resources and Costs

Day Three:

- Optimizing the Project Plan
- Baseline the Project Plan
- Project Execution and Control
- Reporting Performance
- Project Web Site

Workshops:

- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule

Course Duration : 22 Hrs (3 Weeks)

Primavera Project Planner – Course 4

This course provides hands-on training for Primavera's client/server based solution. This course is designed to give current users a more in depth look at the software. The lessons can be performed independent of one another to allow flexibility in the course. Many of the lessons will aid the project office in determining how to setup users, maintain security, and define global data items, such as calendars and activity codes.

Learning Outcomes:

- Modify and analyze projects using advanced functionality

Prerequisite: Course 3

Course Length: 2 days

Course Outline

Day One:

- Creating Calendars
- User Fields and Global change
- Using Codes in Primavera
- Summarizing Project Data & Running Job Services
- Advanced resource and Role Analysis
- User Access

Day Two:

- Duration Types
 - Calculating Percent Complete
 - Earned Value and Weighted Milestones
 - Monitor Issues and Thresholds
 - Importing and Exporting Data
 - Transferring Data Between Primavera, Microsoft Excel
- Additional topics (some are covered if time permits):

Note: Extended timing is required to complete these additional topics.

- Creating a Project with Project Architect
- Defining and Assigning Cost Accounts
- Advanced Scheduling
- Activity and Resource Calculations
- Leveling Resources
- Updating Baselines
- Risk Management
- Tracking Layouts
- Top-Down Budgeting
- Top-Down Estimating
- Auto Compute Actuals
- Claim Digger
- Multi-Currency

Course Duration : 22 Hrs (3 Weeks)



Primavera Cost Management – Course 5

This two-day course is an introduction to Primavera's cost management solution. Participants will gain a thorough understanding of how to improve project results through more accurate tracking and forecasting of project performance.

Learning Outcomes:

- Understand basic Cost Management and Earned Value Concepts
- Integrate information from schedule and financial systems for a unified view of status
- Model project costs for a complete view of project performance
- Create Project Reports and Graphics for more effective understanding and communication of earned value information

Prerequisite: Cost accounting experience including earned value knowledge

Course Length: 2 days

At the completion of this course, the student will be able to:

Effectively use the Cost Management module to leverage their Primavera scheduling system into a complete earned value management system.

Course Outline

Day One:

- Introduction
- Navigation
- Configuring Data
- Importing Projects
- Bases

Day Two:

- Baseline Basis
- Actual Basis
- Forecast Basis
- Tracking Performance
- Reporting

Course Duration : 22 Hrs (3 Weeks)

6.4.2.47 Microsoft Project

Learn the powerful features of World's leading project management tool. It assists project managers and planners for managing, tracking and monitoring project tasks, activities and resources through an easy and convince way.

- Project initial configuration
- Setting up Working Timings and Calendars
- Entering, Inserting and Deleting Tasks
- Estimating and Entering Task Durations
- Managing Tasks into phases
- Linking Tasks
- Lag and Advance
- Splitting Tasks
- Setting Task Constraints, Dead Lines and Milestones
- Entering Extra Information about Tasks
- Calculating Baseline Project Duration
- Enter Human, Equipment and Material Resources
- Grouping Resources
- Setting Resource Cost
- Assigning Resource Availability
- Finding out Over-Allocated resources
- Customizing Views
- Customizing and Printing Reports

Course Duration : 25 Hrs (3 Weeks)



6.4.2.48 Book Keeping and Accounting

Galaxy's Bookkeeping Certificate program is a course designed to ensure you obtain a sound knowledge of bookkeeping, developing the necessary practical skills to understand all areas of the subject. The qualification is ideally suited to a diverse range of people from school leavers to mature students, whether they wish to embark upon a career in bookkeeping or expand their skills in their current role.

This bookkeeping & accounting course will train you on how to keep records of business transactions in a professional manner. This is perfect for someone wanting to learn the skills that employers look for when looking to obtain a new job or a promotion, and it is also perfectly suited to anyone who is involved in the running of a small business.

Contents

Introduction to business

- Double Entry – balance sheet
- Balancing off accounts, trial balance
- Double entry – profit and loss account
- Profit and loss account and balance sheet – 1
- Profit and loss account and balance sheet – 2

Accounting adjustments

- Nominal ledger and adjustments
- VAT
- Accruals and prepayments
- Wages and salaries
- Fixed assets and depreciation
- Leasing and hire purchase

Practical bookkeeping and final accounts

- Sales and purchase ledgers and daybooks
- Receipts and payments
- The cash book
- Bank reconciliation
- Control accounts and bad debts
- Final accounts

Course Duration : 30 Hrs (4 Weeks)

6.4.2.49 DacEasy Accounting

DacEasy made history as the first company to offer affordable accounting software for the small business.

- General Ledger (a complete audit trail)
- Billing
- Accounts Receivable Accounts
- Payable
- Inventory (includes Assembly!)
- Purchasing
- Custom Report Writer (Multi-file, up to 96 fields)
- Cash
- Fixed Assets
- Recurring (Invoices, Payments and GL)

Course Duration : 35 Hrs (4 Weeks)

6.4.2.50 QuikBooks

QuickBooks is the best-selling, low-end accounting software product on the market today. It is designed for small businesses, allowing them to manage finances with ease.

Feature

- Accounts Receivable
- Accounts Payable
- Online Banking & Bill Payment
- Complete Business Tax Tracking
- Invoices & Statements
- Job Costing & Budgeting
- Inventory & POs
- Audit Trail
- Integrated Payroll
- Deluxe Payroll
- Layout Designer for Business Forms
- QuickBooks Centers
- Integrated e-finance solutions

Course Duration : 35 Hrs (4 Weeks)

6.4.2.51 Tally

Tally-The comprehensive accounting & Inventory management software that's easy to use yet flexible enough to adapt to your requirements.

Features

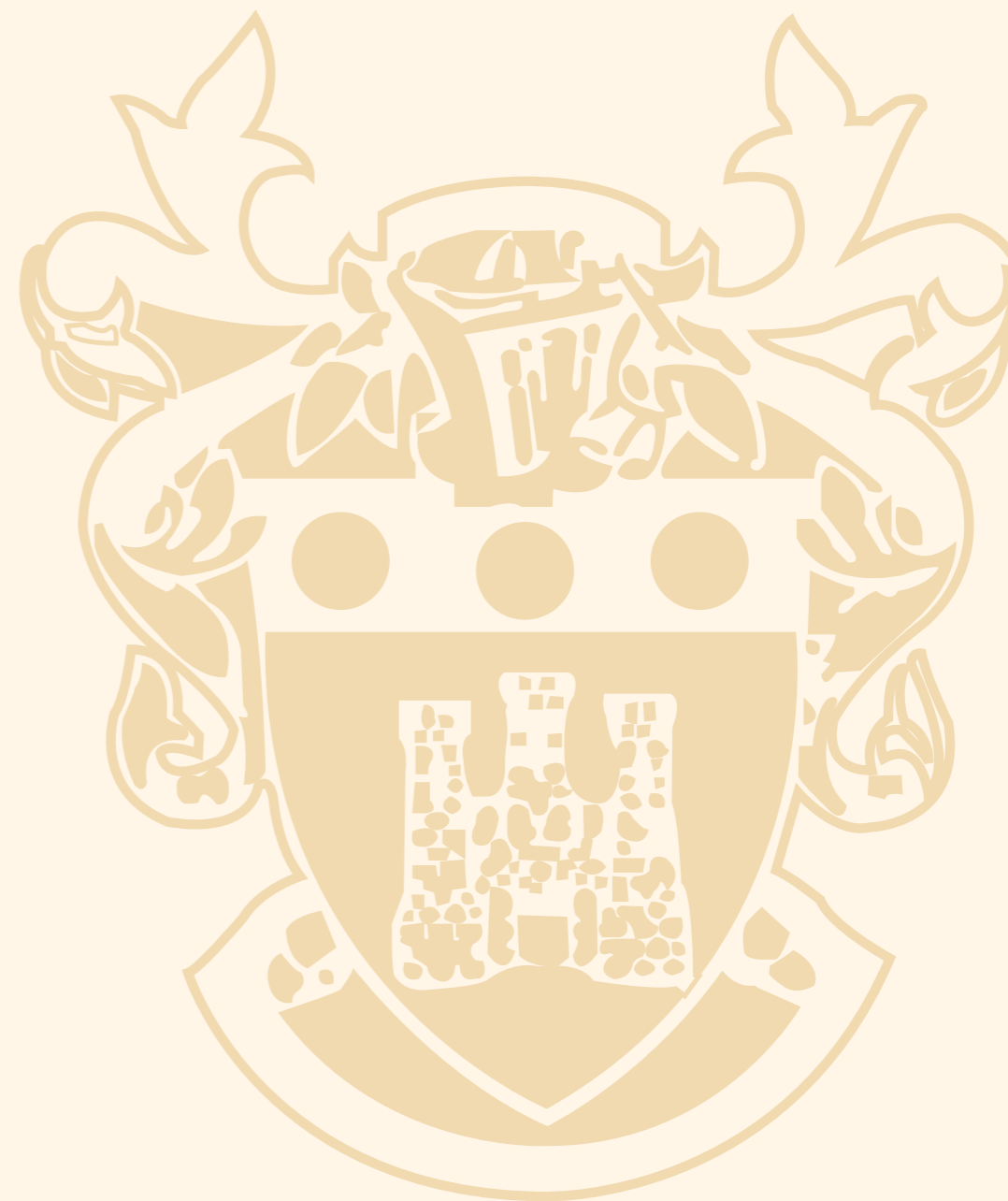
- Accounting Concepts
- Company creation
- Classification of Accounts
- Journal Vouchers Creation
- Introduction to inventory
- Stock item
- Purchase billing
- Payment

Course Duration : 35 Hrs (4 Weeks)

6.4.2.52 Peachtree Accounting

- Introduction to Peachtree
- Company Creation
- Accounts Configuration
- General Ledger Voucher
- Customer, Vendor Creation
- Inventory Items
- Purchase Method
- Payments/Payable Ledger
- Sales invoices
- Receipt/Receivable Ledger
- Report
- Printing Options
- Analysis
- Import/Export
- Backup/Restore

Course Duration : 35 Hrs (4 Weeks)



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