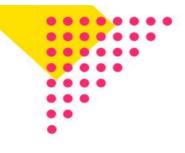




## Institute of Advance Computer Science MYIACS Skill Development

Govt. of India Recognized & ISO 1900:2015 Certified Organization

A national Programme of Computer IT Education & Vocational Education & Development





# Welcome!

Welcome to The Institute of Advance Computer Science (IACS). The Institute Recognized by Govt. of India with ISO Certified Organization. We are very happy that our Institute always ready to provide best computer education to Rural & Urban area's student those are far from computer education. IACS has come with all packages that are needed present and future life. Our Institute provides best Quality Computer Education in most reasonable fee structure to all class of people. Our motive is to make all class of people Computer literate and take all possible advantages to make their future much









## Chairman's Message

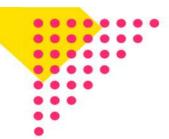
have to complement each other's efforts.At Institute of Advance Computer Science (IACS), we focus on complete development of our students by involving them in both theory & practical activities. I am sure this will help our student to realize, understand & explore their talents.

In order to do this, the students and the Institute authorities must work together to inculcate certain values in the students. "Sound body has a Sound Mind." Let us allow our student to develop mentally & technically. Students learn a lot about computer when they are involved in theory & practical classes. Some of these life skills & values cannot be taught at home. IACS provides enough opportunities for the students to achieve them.

"If a plant is carefully nurtured by a gardener, it will become good, and produce better fruits." Therefore, student must be given a good training from their earliest childhood. We are here for the same. I am sure that our students of today, tomorrow will carry forward the Motto of love and unity entrusted in their hands at Institute of Advance Computer Science (IACS).

"Do the work with intention not because of compulsion." With all my love, best wishes and blessings.









Institute of Advance Computer Science (IACS) is a national based programme of information technology education and evolution. Institute of Advance Computer Science (IACS),IAF Accredit An ISO 9001:2015 Certified Institute. Registered Under MSME, Govt. of India. (UAN No. AS04D0000207). Registered Under MHRD (CR act) Govt. of India. Registered Under Department of Labour Govt. of NCT (Delhi), Registered Under Ministry of Corporate Affairs (CIN U80904AS2020OPC020468). PAN No. AANCM8179Q. Institute of Advance Computer Science (IACS) is the new brighter life of computer education in all over India. The great scholars thought to make each an every Indian's life to fulfill with prosperity and improvement, onward movement through computer education. Institute of Advance Computer Science (IACS) is premier of making their attempt absolute. We are very glade to introduce such innovative courses. Institute of Advance Computer Science (IACS) has come with all batches that are essential, to make a new field in the Computer knowledge.

#### [ Objective of the programme ]

Now a days, some Institutes run their Institution to provide Certificate/ Various Diploma courses to the students in higher charges, for which the lower and the middle class families of our society are unable to afford the load of their charges. We studied the theme properly and decided to provide best higher technical education in computer for each and every sector of people of the society in affordable charges. So that, all people of the society of India may pursue the courses without much difficulty.

#### [Computer Lab]

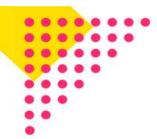
IACS centre have well setup computer lab. The computer lab contains high configurations computer network with Wi-Fi connectivity.

#### [ IACS Trainer ]

IACS trainer are full time, well qualified and very friendly professionals, always they are ready to guide the students. Trainer are specially trained to understand student's mind and provide knowledge equally and make them to understand the concept with ease, to make students learning smooth, experimental and easy. The whole training period is equally divided into theory and practical classes.

#### [ Other Infrastructure ]

Digital classrooms with audio-visual teaching learning devices. Arrangements have been made for each and every student with separate computer set for better learning.



### Our Mission & Vision



Presently computer is an inseparable part in our life. Computer education is a route of Modern IT Education. For this, Institute of Advance Computer Science (IACS) has started various computer training programmes throughout the nation. Main objectives of the Institute of Advance Computer Science (IACS) is to promote computer education among the rural areas as well as among the student of urban areas. We invite all Indians to join this programme to fulfil the dream of Govt. of India, The main function of the Institute of Advance Computer Science (IACS) is to provide computer education such as IT Education, Vocational Courses in minimum charges to all sections of people of the society of India.

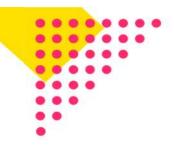
# Our Objectives

Now a days, some Institutes run their Institution to provide Certificate/ Various Diploma courses to the students in higher charges, for which the lower and the middle class families of our society are unable to afford the load of their charges. We studied the theme properly and decided to provide best higher\ technical education in computer for each and every sector of people of the society in affordable charges. So that, all people of the society of India may pursue the courses without much difficulty.

# Why IACS?



IACS has come with all packages that are needed present and future life. Our Institute provides best Quality Computer Education in most reasonable fee structure to all class of people. Our motive is to make all class of people Computer literate and take all possible advantages to make their future much brighter.







#### [ Tranfer of Centre ]

A student can apply for transfer of authorised IACS centre. The candidate has to send an application stating the place for which transfer has been asked. The application has to be sent to the Head Office duly recommended and forwarded by the centre director (for the transfer form, contact your centre director or can be downloaded from our official website-(www.myiacs.com)

#### [Examination]

IACS has introduced both online and offline examination system. The enrolled students can apply for examination at Centre after completion of course.

#### [ Examination Procedure ]

Examination will be conducted all around the year at your IACS Authorized Study Centre. The pattern of exam will be of objective type. Details i.e. dates of Examination, timings/session will be according to the time when the examination form was filled up. A login for 15 days would be open for Centre after fi-lling examination form for the students to commence for the examinations. After that the student has to fill the examination form again with exam fees. The duration of examination will be of 60 Minutes. Theory examinations will comprise of 25 questions of 2 marks each, total 50 Marks. There is no negative marking. Practical Exam will carry total 50 Marks.

#### Institute benefits:

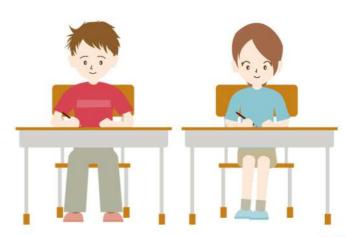
No Franchise Fees.

No Royalty Fees.

No Hidden Fees.

No Inspection Fees.

Only Documentation Fees.







#### [ Examination & Result ]

The minimum qualifying marks for course as follows-

Practical 50 Marks Theory 50Marks Total 100 Marks

Course Terms End Examination

Diploma Course 50% Certificate Course 50%

After qualifying all the exam, the student are awarded grades as per their percentage of marks obtained.

| Percentage   | Grade |  |
|--------------|-------|--|
| 80%          | A+    |  |
| 70% to < 80% | A     |  |
| 60% to <70%  | B+    |  |
| 50% to <60%  | C     |  |

#### [ Re-Examination ]

A student has to secure at least 50% marks in each course/semesterto qualify the exam. A student who does not clear the examination in one sitting will be allowed to re-appear in the failed exam. Reexamination fee of Rs 150/- has to be paid by Demand Draft favouring "Institute of Advance Computer Science (IACS)". Students failing to appear in the re-examination within the specie period of time shall not be entitled for the corticated or for further re-examination. Such students are to go through the complete registration procedure to get a re-admission. RESULT Students can view their result within 20 days of commencement of examination from our website (www.myiacs.com). Certificate/ Mark sheet: Diploma will be awarded by.

#### [ Center Transfer ]

A student can apply for transfer of authorized IACS center. The candidate has to send an application starting the place for which transfer has been asked. The application has to be sent to the Head Office duly recommended and forwarded by the center director (for the transfer from can be download from our official website)





#### [ Examination & Types ]

Single Examination System (SES): For the course having duration below than six months. Module wise Examination System (MES): For the courses having duration equal to or above than six months. The details of the module papers, marks can be collected at your ASC.

#### [ Examination Procedure ]

Examination will be conducted all around the year at your IACS Authorized study center. The pattern of examination will be of objective type. Details i.e. Dates of Examination, timing/session will be according to the time when the examination form was filled up. After that the student has to fill the examination form again with exam fees. The duration of examination will be of 60 Minutes. Theory examination will comprise of 25 questions of 2 marks each, total 50 marks. There is no negative marking. Practical Exam will carry total 50 Marks

# Our Affiliations

- 1. IAF Accredit An ISO 9001:2015 Certified Institute.
- 2. Registered Under MSME, Govt. of India.(UAN- AS04D0000207).
- 3. Registered Under MHRD (CR act) Govt. of India.
- 4. Registered Under Department of Labour Govt. of NCT (Delhi)
- 5. Registered Under Ministry of Corporate Affairs. (CIN-000000000000)

#### [ Student Benefits ]

- 1. Online and Offline Exam at your Centre.
- Globally accepted Certificate after the completion of course.
- 3. Free Study Materials.
- 4. Online Certificate Verification.
- 5. Provide quality education at low-cost.
- 6. Accept Certificate For Private & Govt. Job.

## [ What Will You Get For Centre? ]

- 1. Agreement Paper.
- 2. IACS Authorized Certificate
- 3. Information and Registration form.
- 4. Institute details on our website www.myiacs.com.
- 5. Website logging to manage online student registration.
- Flex banner for your centre and I-card, Book & Note Book

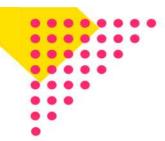








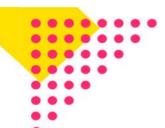
| Courses  | Code   |
|--|--------|
| Polymer Rubber Stamp Making                          | IACS1  |
| UPS Repairing  | IACS2  |
| E-Learn  | IACS3  |
| Certificate in MS-Office                             | IACS4  |
| Certificate in Java                                  | IACS5  |
| Certificate in Advance Java                          | IACS6  |
| Certificate in C++                                   | IACS7  |
| Certificate in Visual Basic                          | IACS8  |
| Certificate in Page Maker                            | IACS9  |
| Certificate in Corel Draw                            | IACS10 |
| Certificate in Banner Designing                      | IACS11 |
| Basic Computer Course (BCC)                          | IACS12 |
| Certificate In Data Entry Operator                   | IACS13 |
| Certificate Course In Tally Erp-9                    | IACS14 |
| Diploma In Computer Application (DCA)                | IACS15 |
| Tally Erp-9  | IACS16 |
| Diploma In Computer Application & Accounting (DCAA)  | IACS17 |
| Diploma In Desk Top Publishing (DTP)                 | IACS18 |
| Diploma In Information Technology (DIT)              | IACS19 |
| Diploma In Digital Marketing (DDM)                   | IACS20 |
| Diploma In Financial Accounting (DFA)                | IACS21 |
| Diploma In Graphics Designing (DGD)                  | IACS22 |
| Diploma In Computer Repairing & PC- Handling (DCRPH) | IACS23 |







| Courses   | Code   |
|---|--------|
| Advance Diploma In Computer Application (ADCA)                      | IACS24 |
| Advance Diploma In Information Technology (ADIT)                    | IACS25 |
| Post Graduate Diploma In Computer Application (PGDCA)               | IACS26 |
| Advance Diploma In Office Management ( ADOM)                        | IACS27 |
| Professional Advance Diploma In Computer Application(PADCA)         | IACS28 |
| Professional Post Graduate Diploma In Computer Application (PPGDCA) | IACS29 |
| Advance Diploma In Computer Teacher Training (ADCTT)                | IACS30 |
| Diploma In Office Automation & Publishing Professional (DOAPP)      | IACS31 |
| Advance Diploma In Computer Hardware & Networking (ADCHN)           | IACS32 |
| Diploma In Accounts Manager (DAM)                                   | IACS33 |
| Professional Course In Fashion Designer (PCFD)                      | IACS34 |
| Certificate Course In Beautician                                    | IACS35 |
| Certificate In House Wiring & Electricity (CHWE)                    | IACS36 |
| Certificate In Telecommunication                                    | IACS37 |
| Advance Diploma In Tailoring  | IACS38 |
| Diploma In Tailoring  | IACS39 |
| Diploma In Photography  | IACS40 |
| Diploma In Art And Craft  | IACS41 |
| Diploma In Beauty Therapy   | IACS42 |
| Diploma In Bamboo Handicraft  | IACS43 |
| Diploma In Fine Arts  | IACS44 |
| Diploma In Agriculture And Horticulture                             | IACS45 |





# Course without syllabus

| Eligibility   | Short Terms Courses without Syllabus |
|---|--------------------------------------|
| Duration: 2 Months<br>Eligibility: 8 <sup>th</sup> Pass | Polymer Rubber Stamp Making          |
| Duration: 2 Months<br>Eligibility: 8 <sup>th</sup> Pass | UPS Repairing                        |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in MS-Office             |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in JAVA                  |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in Advance Java          |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in C++                   |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in Visual Basic          |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in Page Maker            |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in Corel Draw            |
| Duration: 1 Month<br>Eligibility: 8 <sup>th</sup> Pass  | Certificate in Banner Designing      |

# Courses with syllabus

| Basic Computer Course                   |   |
|---|---|
| Eligibility: V+<br>Duration: 3 Months   | Syllabus  Computer Fundamentals (Notepad, WordPad, Paint) Operating System (Dos, Win XP/7/8)   MS Word (Concept)   Hardware (Concept).        |
|   | Certificate in Data Entry Operator  |
|   | Syllabus  |
| Eligibility: VII+<br>Duration: 3 Months | Fundamentals of Computer   Operating System (Dos, Win XP/7/8)   M.S Word   Adobe PageMaker   Freehand   Regional Language typing   Photoshop. |





# Diploma Courses with Syllabus

|   | Certificate Course In TALLY ERP-9   |  |
|---|---|--|
| Eligibility: X+<br>Duration: 3 Months   | Syllabus  Fundamental of Accounting   Accounting Soft wear Tally 9.0 and above Meaning of Account   Company Creation: Ledger Accounts, Creating Voucher   Modification of Company   Features of Company   Stock   |  |
|   | Diploma In Computer Application (DCA)   |  |
| Eligibility: X+<br>Duration: 6 Months   | Syllabus  Fundamentals of Computer   Operating System (Dos, Win XP/7/8)   M.S.  Word   Adobe PageMaker   Freehand   Regional Language typing   Photoshop.   |  |
|   | TALLY ERP-9   |  |
| Eligibility: X+<br>Duration: 6 Months   | Syllabus  Fundamental of Accounting   Accounting Soft wear Tally 9.0 and above Meaning of Account   Company Creation: Ledger Accounts, Creating Voucher   Modification of Company   Features of Company   Cost Category and Cost Centre   Creating of Cost Go down   Stock Maintain Budget, Price List   Introduction of F-11 and F-12   Profit and Loss Accoun   Balance Sheet   GST& GST Returns   E-filling for Income Tax   Examples. |  |
| Diplo                                   | ma In Computer Application & Accounting (DCAA)  |  |
| Eligibility: X+<br>Duration: 12 Months  | Syllabus  Fundamentals of Computer   Hardware (Concept)   Operating System (Dos Win. XP/7/8)   M.S Word, M.S Excel, M.S Power point   M.S Access, M.S Publisher,   HTML,   Internet   Tally   C++) Photoshop   Adobe PageMaker   Typing in English & Regional Language  |  |
|   | Diploma In Desk Top Publishing (DTP)  |  |
| Eligibility: VI+<br>Duration: 12 Months | Syllabus  Computer Fundamental & Operating System   M.S Word, M.S Excel, M.S Power point   M.S Access, M.S Publisher,   Networking   Internet Voucher Create   Photoshop   Scanning Work  Typing English, Hindi & Regional Language.  |  |



| Diploma In Information Technology (DIT)  |   |  |
|--|---|--|
|  | Syllabus Fundamentals of Computer   Operating system (DOS/XP or Vista) Windows  |  |
| Eligibility: VIII+<br>Duration: 6 Months | (Paint, WordPad ,Notepad) MS-Office 2016 (Word, Excel, Power Point, Access) Typing in English & Regional Language   Programming in FoxPro Internet Technology   Visual FoxPro Visual Basic   Programming in C++   Overview of VB.Net.   |  |
|  | Diploma In Digital Marketing (DDM)  |  |
|  | Syllabus  |  |
| Eligibility: X+<br>Duration: 6 Months    | Introduction   Marketing Fundamentals   Set UPA Website   Email Marketing   SEO   Social Media Marketing   PPC   Content Marketing & Analytics  |  |
| Diploma In Financial Accounting (DFA)    |   |  |
| Eligibility: VIII                        | Syllabus  |  |
| Eligibility: XII+<br>Duration: 6 Months  | Fundamentals of Computer   Operating System (Dos, Win XP/7/8)   Tally 9 with GST   Project  |  |
| Diploma In Graphics Designing (DGD)      |   |  |
|  | Syllabus  |  |
| Eligibility: VIII+<br>Duration: 6 Months | Fundamentals Of Computer   Operating System (Dos, Win XP/7/8/10)   M.S Word   Adobe PageMaker   Regional Word   Photoshop   CorelDraw   Adobe   Illustrator   Flash   M.S PowerPoint   M.S Publisher   Scanning & Editing Images Of Publications   Handling Scanner & Digital Camera   Internet & E-Mail.   |  |
| Diplo                                    | ma In Computer Repairing & PC- Handling (DCRH)  |  |
| Eligibility: X+ Duration: 6 Months       | Syllabus  Fundamentals of computer   Basics Electronics   MS-DOS   Keyboard & Mouse   Floppy Disk Drive, Hard disk & CD / DVD writer   SMPS (Chip level)   Motherboard   Processors   RAM   BIOS CMOS   Assembling & De-Assembling and up gradation of computer   Hard disk Partition with F-disk, DM & PQ Magic   Backup Data   Operating System installation from DVD & |  |
|  | Pen drive   Anti-virus Installation & up-gradation.   |  |



# Advance Diploma Courses with Syllabus

| A  | dvance Diploma In Computer Application (ADCA)  |  |
|--|--|--|
|  | Syllabus   |  |
| Eligibility: X+<br>Duration: 12 Months       | Computer Fundamentals   Hardware ( Concept)   Operating System(Windows 7   Paint,Notepad,Wordpad,DOS   Ms Office 2010,(Word,Excel,Power point,Access)   HTML  Visual Basic   Assamese,English Typing   Photoshop Adobe Page Maker Introduction to Internet & Email   Tally ( Concept)  |  |
| Ad   | vance Diploma In Information Technology (ADIT)   |  |
|  | Syllabus   |  |
| Eligibility: XII+<br>Duration: 12 Months     | Fundamental of Computer   Operating System (DOS, Windows XP/7/8/10   MS Office (Word, Excel, PowerPoint, Access)   Typing in Regional Language   Programming. HTML-DHTML   Tally   C++   Visual Basic & Visual FoxPro   Programming in C Language   Overview of VB. Net.   |  |
| Post   | Graduate Diploma In Computer Application (PGDCA  |  |
|  | Syllabus   |  |
| Eligibility: Graduate<br>Duration: 12 Months | Fundamentals of computer   Operating System (Dos, windows)   Microsoft Office (Ward, Excel, PowerPoint, Access)   PageMaker   Photoshop   Corel Draw   Java, Programming Language   Tally, C++   Visual Studio & Visual Basic   HTML & DHTML   English & Regional Language Typing.   |  |
| A  | dvance Diploma In Office Management ( ADOM)  |  |
|  | Syllabus   |  |
| Eligibility: Graduate<br>Duration: 12 Months | Computer Fundamentals   Hardware (Concept)   Operating System(Windows 7)  Paint   Notepad   WordPad   DOS   Ms Office 2016 (Word, Excel, Power Point, Access)   HTML   Visual FoxPro   Regional Word   English Typing   Tally(Concept)   Introduction to Internet & Email   Adobe Page Maker 7   Corel Draw   Adobe Photoshop   Printing and Scanning. |  |
| Professio                                    | nal Advance Diploma In Computer Application (PADCA)  |  |
|  | Syllabus   |  |
| Eligibility: Graduate<br>Duration: 18 Months | Computer Fundamentals   Hardware (Concept)   Operating System (Windows 7)  Paint   Notepad   WordPad   DOS   Ms Office 2016 (Word, Excel, Power Point, Access)   HTML   Visual FoxPro   Regional Word   English Typing   Tally(Concept)   C++   Adobe PageMaker & Photoshop.   |  |



# Advance Diploma Courses with Syllabus

| Professional P   | Professional Post Graduate Diploma In Computer Application (PPGDCA)   |  |
|--|---|--|
| 10.00 000 00.00  | Syllabus  |  |
| Eligibility: Graduate<br>Duration: 18 Months                   | Fundamentals of computer   Operating System (Dos, windows)   Microsoft Office (Ward, Excel, PowerPoint, Access)   PageMaker   Photoshop 07, CS5   Corel Draw   Tally & GST   C Programming   C Programming   C++   Visual Studio & Visual Basic   HTML & DHTML   JAVA   Python Programing Language   Typing in English & Regional Language.                   |  |
| Advan  | ce Diploma In Computer Teacher Training (ADCTT)   |  |
|  | Syllabus  |  |
| Eligibility: XII+<br>Duration: 12 Months                       | Work-Sheets   Docs-Word   Slides-PowerPoint   Forms, Database   Operating System   Basic Concepts of Accounts   Maintaining Ledgers, Cash Book   Balance Sheet, Profit & Loss   Financial Accounting (Tally) C Language   C++ Language   FoxPro   HTML, Java Script   FRONT PAGE Access   Photo Editing Software   Complete Internet   Computer Fundamentals. |  |
| Diploma In Office Automation & Publishing Professional (DOAPP) |   |  |
| Eligibility: XII+<br>Duration: 12 Months                       | Syllabus  Computer Fundamental & Operating Systems: MS Office MS Word   MS Excel   MS PowerPoint   MS Access   Networking   Internet & Web Designing Desktop Publishing (DTP): PageMaker   CorelDraw   Photoshop   Scanning works   Project work   Professional Accounting & Tally   Personality Development.   |  |
| Advance Diploma In Computer Hardware & Networking (ADCHN)      |   |  |
|  | Syllabus  Computer Fundamental & MS Office   Introduction of Dos   Introduction of Computers Hardware   Installation   Floppy Disk Drive   Computer Assemble   Mother Board   Keyboard   Mouse   Technology of Hard disk  |  |



# Advance Diploma Courses with Syllabus

|  | 0  |  |
|--|--|--|
| Professional F   | Professional Post Graduate Diploma In Computer Application (PPGDCA)  |  |
|  | Syllabus   |  |
| Eligibility: Graduate<br>Duration: 18 Months                   | Fundamentals of computer   Operating System (Dos, windows)   Microsoft Office (Ward, Excel, PowerPoint, Access)   PageMaker   Photoshop 07, CS5   Corel Draw   Tally & GST   C Programming   C Programming   C++   Visual Studio & Visual Basic   HTML & DHTML   JAVA   Python Programing Language   Typing in English & Regional Language.  |  |
| Advan  | ce Diploma In Computer Teacher Training (ADCTT)  |  |
| Eligibility: XII+<br>Duration: 12 Months                       | Syllabus  Work-Sheets   Docs-Word   Slides-PowerPoint   Forms, Database   Operating System   Basic Concepts of Accounts   Maintaining Ledgers, Cash Book   Balance Sheet, Profit & Loss   Financial Accounting (Tally) C Language   C++ Language   FoxPro   HTML, Java Script   FRONT PAGE Access   Photo Editing Software   Complete Internet   Computer Fundamentals.  |  |
| Diploma In Office Automation & Publishing Professional (DOAPP) |  |  |
| Eligibility: XII+<br>Duration: 12 Months                       | Syllabus  Computer Fundamental & Operating Systems: MS Office MS Word   MS Excel   MS PowerPoint   MS Access   Networking   Internet & Web Designing Desktop Publishing (DTP) : PageMaker   CorelDraw   Photoshop   Scanning works   Project work   Professional Accounting & Tally   Personality Development.   |  |
| Advance D  | iploma In Computer Hardware & Networking (ADCHN)   |  |
| Eligibility: XII+<br>Duration: 12 Months                       | Syllabus  Computer Fundamental & MS Office   Introduction of Dos   Introduction of Computers Hardware   Installation   Floppy Disk Drive   Computer Assemble   Mother Board   Keyboard   Mouse   Technology of Hard disk   Monitor   Input/ Output port   Memory Printer & Modem   CD Rom Drive Peripheral Devices (Modem, Web Camera, Speaker, Hub)   Hardware Tools   SMPS Power Supply   Digital Electronics   Scanner   Upgrade a PC   Computer Networking   Wireless Networking   Internet   Computer Virus |  |

Windows 7/8/10 | Trouble Shooting..



Diploma In Accounts Manager (DAM)

Syllabus

Eligibility: XII+
Duration: 12 Months

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Computer Fundamental & Operating Systems | MS Office | Networking, Internet & Web deigning | Introduction to Financial Accounting Professional Accounting and Tally 7.2 & 9.0 | Inventory Control Taxation | Accounting Principle & Processes | Special Accounting Problems | Partnership Accounts | Auditing.

## Vocational Courses with Syllabus

| P  | Professional Course In Fashion Designer (PCFD)   |  |
|--|--|--|
|  | Syllabus   |  |
| Eligibility: XII+<br>Duration: 12 Months | Stitching Techniques   Dress Measurements & Techniques   Anatomy of Drafting Garments   Calculations and Drafting Patterns   Method to Fold the Fabric for Patterns   Terms used in Tailoring   Jabala (A top for a new born child or a Small kid)   Frock Petticoat   Summer frock   Yoke Frock   Frock with a separate body and skirt   Flared Skirt   Umbrella Skirt   Saree Petticoat   Plain Blouse   Cut blouse with Plain Sleeve   Cut Blouse with Puff Sleeve   Saree blouse with lining   Salwar   Kameez   Skirt Tops:   Skirt Top1: Magyar pattern & Front full opening   Skirt Top 2: Top with full opening and collar   Ladies Night Dress. |  |
|  | CERTIFICATE COURSE IN BEAUTICIAN   |  |
|  | Syllabus   |  |
| Eligibility: XII+<br>Duration: 6 Months  | Pedicure   Facial therapy   Dermatology   Massage   Hot stone therapy   Indian head massage   Anatomy and physiology   Manicure   Make-up   Cosmetic science   Waxing   Threading   Eyebrow and eyelash tinting   Business management + professional conduct   Nutrition, dietary and figure control   Sterilization and hygiene   |  |



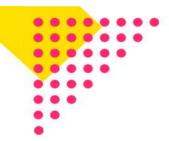


| Certificate In House Wiring & Electricity (CHWE) |  |
|--|--|
| Eligibility: VII+<br>Duration: 6 Months          | Syllabus  Model 01: House Wearing   Electrical safety   Blueprint reading   Fundamentals of electricity   Residential electrical systems   Basic electrical circuits   Electrical measurement and testing equipment   Series and parallel circuits   Cables and terminations   Switches and receptacles   Fixtures   NEC Code Model 02: Fan Repairing. Model 03: Inverter connection.  |
|  | Certificate In Telecommunication   |
| Eligibility: X+<br>Duration: 12 Months           | Syllabus  Computer Architecture   Radiation & Microwave Technique   Digital Signal Processing   System Programming   Communication Network   Image Processing Project  |
| Advance Diploma In Tailoring                     |  |
| Eligibility: VII+<br>Duration: 12 Months         | Syllabus  Stitching Techniques   Dress Measurements & Techniques   Anatomy of Drafting Garments   Calculations and Drafting Patterns   Method to Fold the Fabric for Patterns   Terms used in Tailoring   Jabala (A top for a new born  child or a Small kid)   Frock Petticoat   Summer frock   Yoke Frock   Frock with a separate body and skirt   Flared Skirt   Umbrella Skirt   Saree Petticoat   Plain Blouse   Cut blouse with Plain Sleeve   Cut Blouse with Puff Sleeve Saree blouse with lining   Salwar / Kameez   Skirt Top1 : Magyar pattern & Front full opening   Skirt Top 2: Top with full opening and collar   Ladies Night Dress. |
|  | Diploma In Tailoring   |
| Eligibility: VII+<br>Duration: 6 Months          | Syllabus  Stitching Techniques   Dress Measurements & Techniques   Anatomy of Drafting Garments   Calculations and Drafting Patterns   Method to Fold the Fabric for Patterns   Terms used in Tailoring   Jabala (A top for a new born   Child or a Small kid)   Frock Petticoat   Summer frock   Yoke Frock   Frock with a separate body and skirt   Flared Skirt   Umbrella Skirt   Saree Petticoat   Plain Blouse   |



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|   | Techniques | ı    |

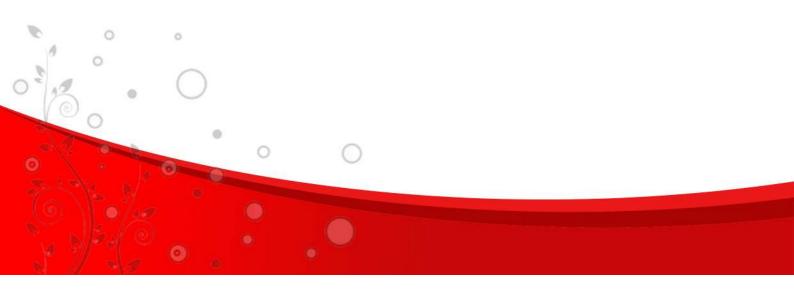
|  | Diploma In Tailoring   |  |  |  |
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|  | Syllabus   |  |  |  |
| Eligibility: VII+<br>Duration: 6 Months  | Stitching Techniques   Dress Measurements & Techniques   Anatomy of Drafting Garments   Calculations and Drafting Patterns   Method to Fold the Fabric for Patterns   Terms used in Tailoring   Jabala (A top for a new born   Child or a Small kid)   Frock Petticoat   Summer frock   Yoke Frock   Frock with a separate body and skirt   Flared Skirt   Umbrella Skirt   Saree Petticoat   Plain Blouse                           |  |  |  |
| Diploma in Art and Craft                 |  |  |  |  |
|  | Syllabus   |  |  |  |
| Eligibility: XII+<br>Duration: 12 Months | Color Concept: Movement of Pencil How to Color (Basic) Creative Art: Photo Frame Flower Making Origami Puppet Pot Making Face Mask Paper Machine Candle Making Handicraft: Tie and Die Hand Embroidery Paper Work/Crafts Puppets Painting: Sand Painting Velvet Painting Emboss Painting Stick Painting Mosaic Painting Fabric Painting Stick Art Foil Painting Sketching: Landscapes Hill Scapes Seascape Creating Scenes Cityscape |  |  |  |
|  | Diploma In Beauty Therapy  |  |  |  |
|  | Syllabus   |  |  |  |
| Eligibility: X+<br>Duration: 12 Months   | Hair Spa & Hair Treatments-Straightening   Perm- Keratin   Hair Art & Bridal Hair Styling & Men's Hair Cuts-Creative Haircuts and Colouring   Blow drying and Heat styling- Grey Coverage   Root Touch-ups- Grooming   Hygiene & Safety- Nail Structure   Cleansing & Toning practice- Exfoliation & Extraction & Massage and Facial Procedure   Anti-pigmentation treatment -Hands & Feet massage                                   |  |  |  |
|  | Diploma in Agriculture and Horticulture  |  |  |  |
| Eligibility: X+ Duration: 12 Months      | Syllabus  Subjects Of Study Plant Kingdom   Plant Propagation   Outdoor Food Production   Garden Planning   Root Environment and Plant Nutrition   Protected Cultivation   Horticulture Plant Selection, Establishment and Maintenance   Horticulture Plant Problems.  |  |  |  |







|  | Diploma in Bamboo Handicraft  |
|--|---|
| Eligibility: X+<br>Duration: 6 Months  | Tools Description   Design luggage by Bamboo   Make luggage by Bamboo material of various design     5 Design lamp shades by Bamboo   Make decorative lampshades, vase, show-piece etc by Bamboo material   Design Jewelry articles. Make different Jewelers articles by Bamboo materials   Design Stationery items. Make Stationery items by Bamboo materials   Design Kitchen & household product. Make Kitchen & household product by Bamboo material   Design Carriers items. Make Carriers items by Bamboo material   Design Gift Box. Make Gift Box by Bamboo material   Design Various type of Tray. |
|  | Diploma in Fine Arts  |
| Eligibility: X+<br>Duration: 12 Months | Syllabus  History of Indian Art   Still life (Practical Based)   Clay Modeling   Practical work   Portrait Painting   Landscape Painting (Practical Based)  |











#### **Head Office**

INSTITUTE OF ADVANCE COMPUTER SCIENCE (IACS)

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