

PROSPECTUS

Define your
Platform to success with C-DAC's
Multilingual Programmes

तृणमूल, बहुभाषी, आजीविका कौशल च कार्यक्रमः

जमीनी स्तर, बहुभाषी, और आजीविका कौशल कार्यक्रम

भूमिगत, बहुभाषिक, आक जीविका दक्षता कार्यक्रम

मूलभूत स्तर बहुभाषी, रोजगार आधारित कौशल विकास कार्यक्रम

ತೃಣಮೂಲ, ಬಹುಭಾಷಾ, ಮತ್ತು ಅರಣ್ಯಜೀವಿಕಾ ಕೌಶಲ ಚ, ಕಾರ್ಯಕ್ರಮ



Grass root, Multilingual, and Livelihood Skilling programme

प्रगत संगणन विकास केंद्र

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING



Admission Details:

1. Admission form is provided along with the prospectus
2. Admissions are open from 1st to 10th of every month
3. Courses start in the 2nd week of every month
4. Student must fill in the feedback form available in the prospectus and send it to C-DAC on completion of 50% of the course duration
5. C-DAC, Pune endorses and validates the students' Identity Card by affixing a hologram to it.

Examination:

1. Examination will be conducted in the 3rd week of every month.
2. Each student will be given a total of four chances to appear for examination on completion of the course duration.
3. The four due dates of exams will be mentioned in the application form and the identity card, beyond which the student will not be allowed to appear for further examinations.

Certification:

1. Certificates will be issued by C-DAC through the Authorised Regional Coordinators within three months from the date of examination.
2. A student may get in touch with C-DAC directly, in case he/she does not receive the certificate after 3 months from the date of examination.
3. Students should provide a proof of payment (complete course fee) and C-DAC attested student I-Card in such cases.
4. Certification request without the above-mentioned documents would not be processed.

Course Conversion/Upgradation

Student should pay the difference in the course fee for converting a certificate course into a Advanced Certificate Course apart from previous course fee. In this case the student ID number will remain the same.

Conversion cases:

For example, Certificate in Office Automation (Multilingual) to Advanced Certificate in Multilingual office Automation (ACMOA)

Discount scheme for Additional Course:

*A discount of 20% would be offered to students who have already completed the C-DAC PACE course & desires to apply for a new/ additional course (*Conditions apply)

Refund:

A refund of only 75% of the course fee paid to the Authorized training centre can be claimed within the first fifteen days. Students are not eligible for any refund, whatsoever after 15 days of commencement of the course.

Caution to Students:

1. Look for a 3-dimensional hologram on your I-Card to ensure your registration with C-DAC.
2. On successful completion of the course, you will be awarded a certificate by C-DAC. Please ensure that your certificate carries a 3-dimensional hologram on your certificate.
3. Certificate without hologram is invalid.

Dispute

All disputes arising out of student admissions and student certification shall be subject to jurisdiction of Pune courts only.

Programme for Advancing Computer Education

The Centre for Development of Advanced Computing (C-DAC), established in 1988, is a premier R&D organization under the **Ministry of Electronics and Information Technology (MeitY), Government of India**. Initially launched as a national mission to develop high-performance computing systems, C-DAC has since expanded its research and development efforts to encompass various advanced technologies. C-DAC's core areas of expertise include: High-Performance Computing (HPC), Quantum Computing, Artificial Intelligence (AI), Strategic Technologies (e.g., Emergency and Disaster Management), Digital India RISC-V (DIR-V), Software Technology (e.g., Cloud Computing and Bharat Operating System Solutions [BOSS]), e-Governance, Healthcare, and Educational Technologies, Cybersecurity and Cyber Forensics, Automotive Technology, Power Electronics and Renewable Energy, Communication Technology, Internet of Things (IoT).

To proliferate the use of Indian Languages on computers, in 1996, C-DAC launched the **Programme for Advancing Computer Education (PACE)**, aimed at providing grassroots-level computer education using multilingual tools. Initially focused on meeting basic computer literacy needs, PACE has evolved with technological advancements to address the demand for skill development in **ICT and emerging technologies** helping to build an IT workforce while creating opportunities for self-employment. The interaction during the course with the students is done in the local language, which ensures better understanding of the concepts at a very reasonable fee structure.

C-DAC PACE conducts the training program through the **Authorized Training Centres (ATCs)** which are closely monitored by C-DAC's **Authorized Regional Coordinators (ARCs)** across the country, to ensure a high standard of instruction. PACE offers Certificate, Advanced Certificate, Professional Certificate, Modular and Specialized Courses, well-designed to address the larger needs of a wide spectrum of students. Apart from the medium of teaching, some of the courses allow the students to make the most of it without having a technical background.

UNIQUE FEATURES OF THE COURSES

All C-DAC PACE courses are designed with special features to ensure rich, cost-effective, and supportive training for the students and provide a strong career foundation.

Course Structure and Certification

C-DAC PACE offers a diverse range of courses categorized as Certificate, Advanced Certificate, Professional Certificate, Modular Courses, and Specialized Programs, with durations ranging from 1 to 12 months. These courses include mid-term and final assessments. Certain courses require students to undertake relevant projects, utilizing the institute's infrastructure, and the outcomes are considered during final certification. Only students who successfully pass the final evaluation or examination are awarded certification from C-DAC.

Courseware

The courseware is designed to suit the requirements of students to micro details with a structured syllabus. Exercises and workshops have been developed to bring the best potential out of every student.

Certified Faculty and Sophisticated facilities

All PACE Authorized Training Centres (ATCs) have trained counselors to interact with the students and guide them in course selection. The ATCs are staffed by qualified and student-friendly faculties, who are specially trained in all aspects and certified by the Authorized Regional Coordinators (ARCs). Each Centre has a well-equipped Computer Laboratory. Computer time is allotted in accordance with the norms set by C-DAC. In addition, students may book extra practical time to work on computers.

Duration & Coverage

C-DAC PACE-designed courses are executed/conducted by ATCs following the curriculum/ course structure as regards the number of hours to be spent on each module, the depth up to which these should be covered and the practice time for each student should be given.

Flexi-Timings

As a large number of PACE students are working professionals, college/school students, time slots are scheduled as per their requirement.

Wide Reach and Monitoring

PACE has a nationwide ATC network of over 200+ ATCs to ensure access to quality computer education for students at a convenient distance from their city/location. C-DAC PACE program is monitored by the ARCs. Regular inspection of ATCs ensures that all the proposed standards are met.

Feedback Mechanism

To get first-hand feedback, personal interaction with students is encouraged. Internal tests, assignments and practical sessions form a part of each course.

Certificate in Bharateeya Open Office

- **Course Code:** CBOO
- **Course Duration:** 1 Month
- **Total hours:** 25

Course Benefits: Helps in knowing the power of word processing, worksheet management, presentation, etc., in Indian languages.

Who should attend: Any literate.* This course is focused for Marketing executives, BPO personnel, accounts personnel, doctors, lawyers and other professionals who wish to improve their overall productivity by understanding BOO and its innovative features, with an additional facility to utilize the Indian language interface.

Course Contents:

- Writer (Word Processor)
- Calc (Spread Sheet)
- Impress (Presentation Tool)
- Draw (Drawing Function)

Certificate in Computer Basics & Multilingual Technology

- **Course Code:** CCB&MT
- **Course Duration:** 1 ½ Months
- **Total hours:** 36

Course Benefits: The course focuses on computer fundamentals.

Who should attend: Any literate* who is willing to learn computer fundamentals and operations.

Course Contents:

- Computer Fundamentals and Organization
- Components of a Computer
- Introduction to Operation System
- Various Windows OS
- Networking Internet

Certificate in office Automation (Multilingual)

- **Course Code:** CMOA
- **Course Duration:** 3 Months
- **Total hours:** 82

Course Benefits: Get in-depth training on the world's most popular packages. The course also helps students learn how to automate and optimize office administration.

Who should attend: Any literate.* This course is focused for Marketing executives, accounts personnel, doctors, lawyers and other professionals who wish to improve their overall productivity by understanding MS-Office and its innovative features.

Course Contents:

- Various Windows OS
- Importance of Word Processing under Windows
- Manual process v/s electronic process
- Advantages of Windows-based Word processing
- Packages available under Windows or Indian Language
- MS-Office (Currently used version, MS-office 2013)
- Bharateeya Open Office

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Autocad & 3D Max

- **Course code:** CCAD3DMX
- **Course Duration:** 4 Months
- **Total hours:** 120

Course Benefits: The AutoCAD & 3D Max course will cover all essential tools that are commonly used and student will develop a hands-on knowledge of their application. Student can produce professional 3D computer drawings of their own ideas- projects, such as architectural, interior architecture, product design. Furniture design projects etc. or any other ideas/projects that needs to be visualized from different angles of client.

Who should attend: Minimum 10th Std pass from recognized education board.

Course Contents:

AutoCad:

- Introduction to AutoCad and Working with Windows Environment
- Basic CAD Drawing Techniques
- Understanding Layers and Line types
- Creating Basic Geometry
- Annotating a Drawing with Text and Hatching
- Drawing Accurately
- Creating Selection Sets
- Basic Editing Skills, Editing with Grips
- Advanced Drawing Techniques with Dimensioning
- Modifying Object Characteristics

3D-Max:

- Basic 3D MAX Concepts
- Working with 3DMAX Coordinates
- Creating Surfaced Objects
- Solid Modeling Concepts
- Composite Solid Models
- Advanced 3DMAX Concepts and plotting 3D Models

Certificate in Database Technologies

- **Course Code:** CDT
- **Course Duration:** 3 Months
- **Total hours :**72

Course Benefits: The course provides a comprehensive introduction to SQL for database access, covering data manipulation and transaction management concepts.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those interested in working with SQL on relational database products, including application developers, programmers, database administrators and managers. A basic understanding of computer programming is essential.

Course Contents:

- Introduction to Database Concepts
- Staring SQL *PLUS
- Querying database, Joining Tables & Subqueries
- DDL Commands
- Other database Objects, Large objects
- SQL *reports, Creating Partitioned tables
- PL/SQL, Subprogram in PL/SQL
- Cursors and Exception handling
- Abstract data types, Nested tables and Varrays
- Introduction to MongoDB and PostgreSQL
- Tuning SQL

Certificate in Tally for Business Accounting

- **Course Code:** CTALLYBA
- **Course Duration:** 2/4 Months
- **Total hours:** 100

Course Benefits: The course intends to provide training to manage Accounting, Finance, Inventory, Manufacturing, Payroll, etc. This course offers a range of opportunities for employment seekers.

Who should attend: Minimum 9th Std pass from recognized education board.

Course Contents:

- Basic Accounting
- Invoicing & Inventory
- Tax Accounting
- Payroll Masters, Vouchers, Reports

Certificate in Data Entry

- **Course Code:** CDE
- **Course Duration:** 2 Months
- **Total hours :**70

Course Benefits: Get in-depth training in computer basics, internet, MS Office package and develop data entry skills, data entry courses and certificate programs are available to prepare students for careers that require accurate data entry, such as in administrative assistance and word processing. These courses are offered as general and also career-specific courses. Those seeking a comprehensive education can pursue a certificate geared towards data entry clerks and others seeking office careers. These courses and programs prepare students to accurately enter data such as survey results or demographics, which can

then be used to develop marketing, advertising and sales plans.

Who should attend: Any literate* with basic knowledge of computer operations.

Course Contents:

- Computer Fundamentals and Organization
- MS Office
- Typing Tutor
- Internet, Network and E-mail
- Data Entry /Computer typing

Certificate in Advanced PHP

- **Course Code:** CAPHIP
- **Course Duration:** 3 Months
- **Total hours:** 144

Course Benefits: PHP is an extremely popular open-source scripting language that allows complex operations to be executed in a hypertext environment. This course gives in-depth training in Dynamic Web Development with the use of the latest technologies like Joomla with MySQL as backend.

Who should attend: Minimum 12th Pass from recognized education board.

Course Contents:

- Contents of PHP
- HTML, DHTML, CSS, JAVA Script
- Joomla

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Basic Java

- **Course Code:** CBJAVA
- **Course Duration:** 2 Months
- **Total hours:** 72

Course Benefits: This course intends to help cultivate basic programming skills in Java by imparting in-depth knowledge of Object-Oriented Programme and the usage of various Java tools and Products.

Who should attend: Minimum 7th Std pass from recognized education board. Students with good aptitude and reasoning who are interested in pursuing a career in programming.

Course Contents:

- Java Introduction
- OOPS, Java Programming
- OOPS in Java
- Exceptions Handling
- Intro to applets, AWT
- Multithreading, Stream Handling, Networking

Certificate in Adobe Illustrator

- **Course Code:** CAIL
- **Course Duration:** 2 Months
- **Total hours:** 72

Course Benefits: This course will teach students the basics of point-and-line design system, including such elements as artboard control, Zooming and scrolling, using and customizing keyboard shortcuts, fine-tuning image transformations, etc., and building custom shapes, modifying the artboard grid, adding and manipulating text, creating animators and taking advantage of the raster-conversion feature.

It is also geared towards various types of drawing, such as fashion design, cartography, cartooning, or architectural drafting. Since the vector design system is so flexible, Adobe Illustrator courses can be helpful to creative professionals in nearly any visual discipline.

Who should attend: Any literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Advanced Image Editing
- Adobe Indesign
- Working with Illustrator Documents
- Painting with Illustrator
- Working with Type
- Printing Process
- Saving and Importing Images
- Practical

Certificate in Multilingual Multimedia

- **Course Code:** CMM
- **Course Duration:** 4 Months
- **Total hours:** 96

Course Benefits: This course provides basic training for candidates who enter into Multimedia industry. Candidates learn all basic aspects of Graphics Design, Image Editing and professional Animation application Macromedia Flash. This course enables candidates to gain knowledge in Graphics design and Animation.

Who should attend: Any literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Basic Arts, Graphics,
- File Formats,
- Corel Draw, Photoshop,
- Adobe Flash

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Adobe Premier

- **Course Code:** CAP
- **Course Duration:** 2 Months
- **Total hours:** 72

Course Benefits: Adobe Premiere Pro Course is a part of Creative Cloud to have access to all the latest updates and future releases the moment they are available. Sync settings can be used to keep settings, workspaces, and keyboard shortcuts organized across multiple computers. Sharpen your skills and master new tools with a rich and growing library of training videos. Creative Cloud is integrated with Behance, so you can share your projects and get immediate feedback from creatives around the world.

Who should attend: Any literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Streaming Video Technology
- Premier Pro
- Video Capturing
- Multiple Sequences
- Basic Editing Concepts and Tools
- Capturing Audio
- Transitions using Audio effects
- Premiere Pro's Audio Effects
- Adobe Title Designer window
- Analog and Digital Video

Certificate in Indesign

- **Course Code:** CINDESIGN
- **Course Duration:** 2 Months
- **Total hours:** 60

Course Benefits: Adobe InDesign is a powerful page design software that enables you to

create and publish a wide variety of documents for print, web, and mobile devices. With precise typography controls, built-in creative tools, and an intuitive design environment, it allows you to produce stunning page layouts quickly and efficiently. InDesign is widely recognized as a leading software for page design, production, and composition. It is particularly well-suited for multi-page projects, such as magazines, brochures, newsletters, and any tasks requiring professional-quality output, including PDF files and offset printing.

Who should attend: Any Literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Introduction to Adobe Indesign
- The work area
- The control Palette
- The tools Palette
- Basic navigation and typography, working with graphics, Libraries, tables outlets, Multi page documents and text styles

Certificate in Image Editing

- **Course Code:** CIE
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: This course will train you on how to get inventive with Photoshop, CorelDraw, Indesign and Adobe Illustrator.

Who should attend: Any literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Adobe Photoshop
- CorelDraw
- Adobe InDesign
- Adobe Illustrator

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Computer Concepts

- **Course Code:** CCC
- **Course Duration:** 2 to 4 Months
- **Total hours:** 84 to 144

Course Benefits: This course intends to create IT Literacy for the masses. It covers basic usage of computers, awareness about the parts of computers, how to use Internet, receiving and sending mails, preparing business presentations, databases and their usage, etc. This helps small business communities, housewives, etc. to maintain their small accounts using the computers.

Who should attend: Any literate* who is willing to learn computer fundamentals and operations.

Course Contents:

- Introduction to Computers
- Introduction to GUI-based OS
- Elements of word processing
- Spread Sheet
- Introduction to Internet, WWW and Web browsers
- Communication & Collaboration
- Application of Presentations
- Application of Digital Finance Services

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Audio and Video Editing

- **Course Code:** CAVE
- **Course Duration:** 4 Months
- **Total hours:** 100

Course Benefits: This course will help you to get in-depth training in Audio and Video Editing with latest software and technologies.

Who should attend: Any literate* with basic knowledge of computer operations and artistic skills.

Course Contents:

- Basics of Audio and Video Editing
- Introduction and work with Sound Forge
- Introduction and work with Adobe Premier

Certificate in PHP & Word Press

- **Course Code:** CPHPWORDPRESS
- **Course Duration:** 4 Months
- **Total hours:** 160

Course Benefits: WordPress is a free and open-source content management system (CMS) based on PHP and MySQL. It has all features for building a professional website and with the addition of code like HTML, JavaScript & CSS you can hard code your website for your needs also the user can change to the full theme of their site or create their theme, with a platform like android, WordPress is also totally customizable, and provides plugins which a user can use to generate anything like pop up form, event, schedule an appointment, etc.

Who should attend: Minimum 11th Std pass from recognized education board. The course is designed for web developers/ designers who wish to learn about WordPress and for anyone wishing to incorporate WordPress into their web workflow. Freshers seeking jobs, professionals who want to update their skills, and start-ups who want to create their websites can join the course.

Course Contents:

- PHP
- HTML, DHTML, CSS, JavaScript
- JOOMLA
- SQL
- WordPress

Certificate in Digital Finance

- **Course Code:** CDF
- **Course Duration:** 3 Months
- **Total hours:** 75

Course Benefits: The Certificate in Digital Finance is a foundational course on digital money, it covers all aspects of the digital payments and digital financial services ecosystem and value chain, beyond what one would normally find in a course on money and banking. This course provides a high-level value of the various elements of digital financial services, it also provides practical thoughts and insights into key operational details and helps to map out a complex landscape.

Who should attend: Minimum 7th Std pass from recognized education board. This course has been developed for professionals who wish to gain a holistic understanding of digital payments and emerging digital financial services.

The course also makes an excellent complement to organizational training and professional development goals, enabling individuals, teams, and leaders to develop a stronger, more unified understanding of digital financial services. Organizations with key goals related to digital financial & financial inclusion are strongly encouraged to enroll.

Course Contents:

- Professional introduction to Advance Excel
- Practical Introduction to Banking Payment Gateway
- Digital Payment and Collection
- Mobile Payments Interface
- E-Wallet
- Aadhaar UID mechanism Linking
- Account Reconciliation
- Online Statutory Compliances

- Cloud Application
- Administration and Emergency response

Certificate in Android

- **Course Code:** CIA
- **Course Duration:** 4 Months
- **Total hours:** 100

Course Benefits: The course helps to develop skills in Open-Source Mobile Application Development in depth. It covers all aspects of Developing Mobile Application Independently.

Who should attend: Minimum 11th Std pass from recognized education board. This course is ideal for anyone looking to establish a career in Android app development.

This course is best suited for:

- Aspiring app developers seeking to master app development and gain professional competence
- Web developers looking for a career change into Android app development
- Students and other individuals looking to start a career in app development

Course Contents:

- JAVA Concepts
- SQL
- Introduction to Android
- Android Applications Structure
- Emulator-Android Virtual Device
- Basic UI design
- Android Preferences, UI design
- Tabs in Android
- Styles & Themes in Android
- ABD Tool, Adapters and Widgets
- Custom components, threads
- Advanced Android
- Internship Program in Android

Certificate in Advance JAVA

- **Course Code:** CAJAVA
- **Course Duration:** 3 Months
- **Total hours:** 108

Course Benefits: From Introduction to Java, this course helps to cultivate programming skills in Java, by imparting in-depth knowledge of Object-Oriented programming and the usage of various Java tools and products.

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for those who are familiar with computer programming and want to develop their careers with Java. Those with strong aptitude and logical skills, preferably with a background in mathematics.

Course Contents:

- JDBC
- Swing
- RMI
- Servlets
- Java Beans
- EJB
- JSP

Certificate in Python Programming

- **Course Code:** CPython
- **Course Duration:** 2 Months
- **Total hours:** 60

Course Benefits: To develop skills & knowledge of Python Programming. The course is intended for students, software engineers, system analysts, program managers and user support personnel who wish to learn the Python programming language.

Who should attend: Minimum 5th Std pass from recognized education board.

Prerequisite: Participants should have prior knowledge of Programming Concepts.

Course Contents:

- Introduction & Installing Python
- Basics Syntax, Datatypes, Variables, Operators
- If-Else statement, Looping
- Strings & tuples
- Dictionaries
- Working with Lists
- Functions & Methods

Certificate in Computer Fundamentals

- **Course Code:** CCF
- **Course Duration:** 3 Months
- **Total hours:** 100

Course Benefits: To make students aware about the concepts of computer fundamentals and emerging technologies.

Who should attend: Any literate* who is willing to learn computer fundamentals, operations and tools.

Course Contents:

- Computer Essentials and Networking Basics
- Introduction to MS Office (MS-Word, MS-Excel, MS-Powerpoint)
- Internet, E-mail and Digital Payment Gateways
- Foundation of Cyber Security
- OpenAI: Navigating ChatGPT for Learning & Productivity
- Android Fundamentals

*Minimum qualification 3rd Std. or demonstrated reading and writing skills in any Indian language.

Certificate in Business Communication

- **Course Code:** CBC
- **Course Duration:** 2 Months
- **Total hours.:** 60

Course Benefits: This course aims to enhance English communication skills aimed at enhancing professionalism, clarity, and effectiveness in the workplace.

Who should attend: Minimum 4th Std pass from recognized education board. This course is focused for Students, aspiring business professionals, entrepreneurs and small business owners, job seekers and career changers, working professionals seeking to improve communication

Course Contents:

- Introduction to Spoken English
- Vocabulary Building
- Grammar & Sentence Structure
- Speaking Skills
- Reading & Writing Skills
- Personality Development Fundamentals
- Non-Verbal Communication
- Interpersonal Skills
- Professional Etiquette & Grooming
- Leadership & Teamwork
- Stress Management & Emotional Intelligence
- Presentation Skills
- Cultural Sensitivity & Global Communication
- Capstone Project & Practical Applications
- Career & Personal Development

Certificate in Fintech and Financial Planning

- **Course Code:** CCFP
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: This course aims to make learners aware about financial planning.

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for any aspiring or practicing Financial Advisor and/or Financial Products distributor who want to start giving client-oriented, process-driven, and goal-based financial advisory services.

Prerequisite: Basic understanding of finance and accounting is needed.

Course Contents:

Financial Planning

- Understanding Investments
- Overview of Financial Markets
- Types of Investment Risks
- Stock Market Fundamentals
- Introduction to Bonds, Mutual Funds
- Real Estate Investments
- Modern Portfolio Theory
- Taxation of Investments
- Psychological Aspects of Investing
- Retirement Planning
- Ethics in Investment Planning
- Financial Planning Software
- Comprehensive Investment Plan

Fintech

- History of Banking
- Deposit Products, Loan Products, Insurance Products, Investment Services
- Money Markets & Capital Markets
- Derivatives & Risk Management
- Banking Regulations & Compliance
- Evolution of Digital Banking
- Introduction to Fintech
- Payment Gateways & Processors
- Threats & Vulnerabilities
- Importance of Data in Banking

Certificate in Data Visualization & Analytics

- **Course Code:** CDVA
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To provide students with foundational skills in data analysis and visualization.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those working in diverse areas such as healthcare, finance, marketing, and business are required to translate the data findings into accessible visualizations.

Prerequisite: Need good knowledge of python programming.

Course Contents:

Data Visualization

- Overview of Data Analytics
- Database Fundamentals
- Data Science Basics
- Goals of EDA
- Importance of Visualizations
- Data Collection Methods
- Data Mining Overview
- Project Overview

Data Analytics

- Machine Learning Overview:
- Data Modeling
- Case Studies in Various Sectors
- Presentation Skills

Course Benefits: To equip learners with hands-on in full stack development.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those who wish to pursue a career as a full Stack developer

Prerequisite: Basic computer fundamentals knowledge is required.

Course Contents:

Frontend Development

- Introduction to HTML5
- CSS, Styling HTML with CSS
- UI Scripting
- Introduction to JavaScript & OOP

UI/UX & Software Engineering

- Introduction to basic graphic design principles used in web development
- Designing aesthetic and functional websites
- Concepts of UI and UX
- Introduction to WordPress
- SDLC

Backend Development

- Python Programming
- Rest APIs & their principles

Database Technology

- Introduction to DBMS
- Data Models
- MySQL
- User Authentication and Security in Database Queries Mini Project

Certificate in Full Stack Development

- **Course Code:** CFSD
- **Course Duration:** 4 Months
- **Total hours:** 150

Certificate in UI/UX

- **Course Code:** CUIUX
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To provide students with foundational knowledge in UI/UX.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those looking to pursue a career in user interface (UI) and user experience (UX) design, or those wishing to enhance their existing skills in these areas such as web developers, Graphic designers

Prerequisite: Basic understanding of graphics is essential.

Course Contents:

- Differences Between UI and UX Design
- Effective User Research: Techniques & Tools
- Structuring Content and Information Architecture Principles
- Principles of Visual & Interaction Design
- Advanced Prototyping Concepts
- Project work

Certificate in AR/VR

- **Course Code:** CARVR
- **Course Duration:** 1½ Months
- **Total hours:** 45

Course Benefits: To develop practical skills and basic knowledge to develop interactive and immersive AR and VR applications.

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for those who wish to start their career in ARVR application development, working Professionals from IT and Game Industry.

Prerequisite: Participants should have basic understanding of programming concepts and familiarity with 3D design development tools.

Course Contents:

- Introduction to AR, VR, XR and MR
- Unity Basics and Scripting
- Unity UI and AR Setup
- Building an AR App with Vuforia
- Advanced Vuforia Features
- Ground Plane Detection and Cloud Recognition
- Introduction to A-Frame for Web-Based VR
- Building with A-Frame and JavaScript
- Introduction to Three.js
- Advanced WebVR and Unity VR App Development
- Advanced VR Development and Industry Applications

Certificate in Python for AI

- **Course Code:** CPythonAI
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To develop skills & knowledge in Python Libraries & Techniques required for AI.

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for individuals such as computer science students, aspiring engineers, software developers etc., who are looking to build a foundation or enhance their skills in both Python programming and artificial intelligence (AI).

Prerequisite: Participants should have prior knowledge of Basic Programming Concepts in Python.

Course Contents:

- Introduction to libraries – Numpy, Pandas, Matplotlib
- AI with Python

Advanced Certificate in Multilingual Web Technologies & Publishing

- **Course Code:** ACMWT&P
- **Course Duration:** 6 Months
- **Total hours:** 144

Course Benefits: Learn to design and develop rich & dynamic websites using the latest technologies and tools, enabling the development of interactive and robust programs that harness the power of the Internet.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for People who wish to create design-rich features and multimedia content for the Internet. People in advertising Agencies, Media, and Entertainment Industry who have inherent artistic skills will vastly benefit by utilizing Photo-editing and Authoring tools for WEB content creation and publishing.

Course Contents:

- JavaScript
- ASP.Net
- Concept of Web Server
- Macromedia dream weaver
- Adobe Photoshop
- Flash
- GIF Animation
- Iplugin
- XML
- HTML / DHTML

Advanced Certificate in Multilingual Computer Operation

- **Course Code:** ACMCO
- **Course Duration:** 6 Months
- **Total hours:** 150

Course Benefits: This course provides knowledge about various operating systems including the open-source OS like BOSS Linux that supports all Indian languages. This course enables to gain operational skills in MS Office

and Open Office in Indian languages on Windows & Linux platforms.

Who should attend: Minimum 10th Std pass from recognized education board. with knowledge of computers.

Course Contents:

- Computer Basics and Organization
- Intro to OS & FOSS, Windows, BoSS, etc.
- Networking, Internet and e-Mail
- Typing Practice, BOO
- MS Office, E-Service & E-Governance
- Introduction to Network, Cyber Security
- Advanced Office tools
- Digital Services & E-Governance
- Information Security & Data Protection
- Practical Project work

Advanced Certificate in JAVA

- **Course Code:** ACJAVA
- **Course Duration:** 6 Months
- **Total hours:** 144

Course Benefits: From Introduction to Java this course helps to cultivate programming skills in Java by imparting in-depth knowledge of Object-Oriented programming and the usage of various Java tools and products.

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for those who know programming on computers and would like to advance their career with Java. People with good aptitude and logical skills, preferably with a mathematic or engineering background.

Course Contents:

- Introduction
- OOPS in Java
- Programming in Java
- Exceptions, exception handling
- Apples, Servlets, JDK, AWT Components
- Threads, Streams
- Networking with TCP/IP

Advanced Certificate in Hardware & Networking

- **Course Code:** ACHN
- **Course Duration:** 8 Months
- **Total hours:** 320

Course Benefits: This course provides participants with knowledge of computer hardware components and networking systems. In addition to covering the functionality of peripheral devices, the course equips learners with a deep understanding of the communication framework across different network layers. Participants will also explore the architecture and topology of various computer networks, gaining valuable insights into their structure and operation.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those who are seeking to gain practical skills and knowledge in IT infrastructure, computer hardware maintenance, Networking and troubleshooting and those looking to enter or advance in IT careers.

Course Contents:

- Basic Electronics
- Hardware Maintenance
- Trouble Shooting
- Software Installation
- Internet
- Networking
- Group Networking
- Linux Networking
- Wireless networking

Advanced Certificate in Digital Marketing

- **Course Code:** ACDM
- **Course duration:** 6 Months
- **Total hours:** 144

Course Benefits: A Digital Marketing course is beneficial for anyone looking to build a career in marketing, promote their business effectively, or establish a consultancy business.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for Students, Marketing Professionals, Web Marketers, Entrepreneurs or affiliate marketers, Business Development Professionals

Course Contents:

- Introduction to Digital Marketing
- Search Engine Optimization
- Fundamentals of Search
- Advanced Search Engine Marketing
- Advanced DigitalDisplay Marketing (Paid Advertising)
- Social Media Marketing
- Mobile Marketing
- Email Marketing
- Digital Analytics
- Internship Program in Digital Marketing

Advanced Certificate in E-Commerce

- **Course code:** ACECom
- **Course duration:** 6 Months
- **Total hours:** 144

Course Benefits: This course provides comprehensive training in E-Commerce right from introduction to building an E-commerce site and imparts an in-depth knowledge of various categories of E-Commerce.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for College-going, Graduates and Professionals interested in using E-Commerce applications and E-Commerce sites. And those who are keen on pursuing a career in E-Commerce.

Course Contents:

- Introduction
- Categories of E-Commerce
- Specific Business benefits of E-Commerce
- GII and conduction of E-Commerce
- Digital Signature
- Existing business and channels
- Evolving into On-Line business
- E-Services
- E-Governance
- Network security
- Portals
- Servers
- Building E-Commerce site

Advanced Certificate in Multilingual Computer Programming

- **Course Code:** ACMCP
- **Course Duration:** 6 Months
- **Total hours:** 144

Course Benefits: The Course helps to cultivate programming skills by imparting in-depth knowledge of Object-Oriented Programming techniques and computer programming.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for Students with good aptitude and logic, preferably with a strong mathematics or engineering background, having an interest to learn the latest Programming Tools used in the Internet and mission-critical applications.

Course Contents:

- C, C++ Programming
- Java (Basic)
- JAVA Programming (Advanced)
- MS SQL
- BOO

Advanced Certificate in Office Automation & Financial Accounting (Multilingual)

- **Course Code:** ACMOA&FA
- **Course Duration:** 6 Months
- **Total hours:** 160

Course Benefits: Get in-depth training in Office Automation packages and learn to integrate them using language technologies. The course also helps to develop programming skills in Office Automation packages & build a strong foundation in Database management and Financial Accounting.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for Commerce Students and professionals interested in using advanced applications on Computers. People who are involved in office administration, document preparation, such as charts, reports presentations, etc. can attend this course.

Course Contents:

- Windows OS
- Importance and advantages of MS Office
- TALLY PRIME
- BOO

Advanced Certificate in Multilingual Computer Application

- **Course Code:** ACMCA
- **Course Duration:** 6 Months
- **Total hours:** 180

Course Benefits: The course provides comprehensive hands-on training on Project-based Client-Server Technologies. Throughout the course, Real-Time Project-based environment is provided so that students understand Software Development Life Cycles and implement the relevant technologies.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those who have decided to make a career in Software Development.

Course Contents:

- Fundamentals of Computers & MS-Office Packages
- Internet Communication
- Introduction to Javascript
- ASP.Net
- MS-SQL
- Basics of Cyber Security
- Multilingual technologies integration in Application development

Advanced Certificate Graphics & Multilingual Desktop Publishing

- **Course Code:** ACGMDP
- **Course Duration:** 6 Months
- **Total hours:** 144

Course Benefits: This course helps to understand the software packages (Multilingual) used in documentation graphics superlative design, images, special effects, modifications to scanned images and printing technology. Provides excellent resource to understand the best methods of usage of Indian language scripts in Desktop Publishing.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those interested in making a career in Desktop Publishing or setting up their own DTP business advertising and Mass Media who can tap feature-rich packages Like Corel Draw and Adobe Photoshop etc., Design and Image Editing software). It gives an in-depth knowledge of Page Setting, Brochure Creation and Multilingual Publishing.

Course Contents:

- Corel Draw
- Corel Photo Print
- Adobe PageMaker
- Adobe Photoshop
- Opacity of a Layer
- Editing Layer Mask
- Bharteeya Open Office
- Design and Animation-Dream weaver

Advanced Certificate in Multilingual Multimedia

- **Course Code:** ACMM
- **Course Duration:** 6 Months
- **Total hours:** 230

Course Benefits: The course provides training to students on all basic aspects of Graphics Design, Image Editing, Web Design, animation, special effects, etc. This training enables the students in Graphic designing, Web designing, and so on.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for literates who have inherent artistic skills and wish to pursue a career in Graphics and designing, with or without any formal education.

Course Contents:

- Concepts of Graphics

- Web Design and Publishing
- Image Editing
- 2D Animation
- Basic Audio Editing
- Video Streaming and Editing
- Project

Applications Used

- Adobe Photoshop
- Adobe Indesign
- Corel Draw
- Flash
- Swish Max
- GIF Animator
- Sound Forge
- Pinnacle

Advanced Certificate in Office Automation (Multilingual)

- **Course Code: ACMOA**
- **Course Duration: 6 Months**
- **Total hours: 144**

Course Benefits: Acquire hands-on training in office automation tools and master seamless integration using advanced language technologies. This course focuses on learning to automate and optimize office processes for greater efficiency. This course also helps to develop programming skills and build a strong foundation on database management

Who should attend: Minimum 10th Std pass from recognized education board. This course is targeted to the audience who intends to work using computer applications comprehensively. People who are involved in office administration, document preparation, charts, reports, presentation preparation, etc. can attend this course.

Course Contents:

- MS Word*
- MS Excel*
- MS Power-Point*
- Bharateeya Open Office
- MS SQL

*Currently used version - MS-Office 2013

Advanced Certificate Office Automation and Stenography

- **Course Code: ACOAS**
- **Course Duration: 12 Months**
- **Total hours: 600**

Course Benefits: Anybody who intends to make a career as an Administrative Assistant, Personal Assistant, Transcriptionist, Stenographer, Broadcast Captioner. Opportunities for jobs in government/ private offices, healthcare settings, courts, educational institutes and legal firms.

Who should attend: Minimum 10th Std pass from recognized education board.

Course Contents:

- Office Automation Fundamentals
- Stenography- Basics of shorthand writing, typing Practice and Speed Building Exercises
- Advanced Office Automation- Word Processing, Spreadsheet functions, Presentation Design, Database Management basics
- Advanced Stenography Techniques- Accuracy enhancement, Specialized Vocabulary
- Integration and Practice- Practical Exercises, Projects
- Real-world simulations and Case Studies

Professional Certificate for Computer Teacher (Multilingual)

- **Course code:** PCMCT
- **Course Duration:** 12 Months
- **Total hours:** 300

Course Benefits: The course provides a comprehensive training on all basic aspects of programming, MS-Office, Web designing which will helps them to perceive a good career as Computer teacher / Lab instructor.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those who are interested in working as a computer teacher.

Course Contents:

- Computers Fundamentals
- Operating System
- MS-Office, MS Access, MS-Outlook
- Bhartiya Open Office
- Networking webserver Concepts
- Basics of PageMaker and CorelDraw
- Software engineering and Program Design Technique
- Object Oriented Design Technique (C,C++)
- Intro to VB & VB.Net
- Oracle 9i, SQL
- Introduction to Flash
- Tally
- Basic Java, HTML & DHTML
- VB Scripts, Java Script
- Introduction to ASP Project

Professional Certificate in Multilingual Multimedia

- **Course Code:** PCMM
- **Course Duration:** 12 Months
- **Total hours:** 460

Course Benefits: The course focuses on providing conceptual, technical visual design skills required to create multimedia environments. Students learn professional applications such as Adobe Photoshop, Macromedia, Flash, Adobe Premier Pro and many more.

Who should attend: Minimum 10th Std pass from recognized education board. This course is focused for those who have inherent artistic Skill and wish to pursue career in Graphics and designing, multimedia application areas with or without any formal education.

Course Contents:

- Concept of Graphics
- Web Design and Publishing
- Advanced Image Editing
- 2D & 3D Animation
- Advanced Sound Editing
- Advanced Video Streaming and Editing
- Advanced Image Editing
- Projects work

Professional Certificate in IT Applications & Latest Trends

- **Course Code:** PCALT
- **Course Duration:** 12 months
- **Total hours:** 480

Course Benefits: To provide students with comprehensive knowledge and hands-on skills in various areas of Information Technology, emphasizing modern IT trends, and technologies.

Prerequisite: Basic familiarity with computers and Fundamentals of Programming.

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for those interested in pursuing careers as computer teachers in schools, colleges, institutes, etc., software developers, system administrators, or network engineers looking to upgrade their skills, professionals aiming to specialize in modern IT trends.

Course Contents:

IT Fundamentals

- Computer Organization
- Operating system Concepts
- MS-office
- Accounting Basics & Tally Prime
- Internet, Email, and Digital Payment Methods
- Bhartiya Open Office Suite

Programming Concepts

- Programming in C & C++
- Data Structures through C & C++
- Introduction to JAVA Programming
- JavaScript
- Python Programming

IT Essentials & Emerging Trends

- Introduction to System Analysis & Design

- Introduction to Software Engineering & Program Design Techniques
- Introduction to E-Commerce & Digital Marketing
- Introduction to AI, Data Science, Cyber Security & Information Security

Database & Web Technology

- MS-SQL & Database Technologies
- Network and Web Server Concepts
- XML, HTML & DHTML
- ASP.Net
- Project work

Professional Certificate in Multilingual Computer Programming

- **Course Code:** PCMCP
- **Course Duration:** 8 Months
- **Total hours:** 288

Course Benefits: A value-added combination of two Certificate Courses, namely.

1. Certificate in Multilingual Office Automation
2. Advanced Certificate in Computer Programming

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for those with good aptitude logic, and preferably with strong mathematics, keen to learn the latest programming tools used in the Internet and mission critical applications.

Course Contents:

- Computer Organization
- Networking/ Internet Concepts

- Networking TCP/IP/Web Server
- MS Office*
- Bharteeya Open Office
- HTML / DHTML
- Java Script
- Programming in C & C++
- Advanced Java/ Basic Java
- MS SQL
- Multilingual Technology integration in Application Development

*Currently used version - MS-office 2013

Professional Certificate in Multilingual Office Automation and Financial Accounting

- **Course Code:** PCMOA&FA
- **Course Duration:** 12 Months
- **Total hours:** 400

Course Benefits: This course intends to build skills which are constantly in demand where office administration and finance is concerned, it provides in-depth training in Office Automation Packages, Database management and financial accounting with special focus on GST

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for students preferably from commerce background.

Course Contents:

- Basic in Computer Operations
- Operating Systems
- MS- Office Packages*
- Tally PRIME

*Currently used version - MS-office 2013

Professional Certificate in Multilingual Computer Applications

- **Course Code:** PCMCA
- **Course Duration:** 12 Months
- **Total hours:** 525

Course Benefits: An effective combination of both Advanced Certificate Courses, namely,

1. Advanced Certificate in Multilingual Office Automation and
2. Advanced Certificate in Multilingual Computer Applications

Who should attend: Minimum 12th Std pass from recognized education board. This course is focused for those who are involved in office administration, document preparations such as charts, reports, presentations, etc. and are keen to advance their career. The advanced computer literates who have decided to make a career in software development, as well.

Course Contents:

- Computer Organisation
- MS-Office, Outlook, MS-Access
- Programming in C & C++
- Database technologies
- Java Programming, Dreamweaver
- Networking concepts/ Concept of Web Server
- JavaScript, Basics of Python
- HTML/DHTML, ASP.Net
- System Analysis & Design
- Intro to E-Commerce
- Data Structures through C & C++
- OS Concepts
- Software Engineering & Programme Designing Technique
- XML, iPlugin, MS-SQL
- Multilingual Technologies integration in Application development (Multilingual software)
- Project work

Certificate in Drone Technologies (Beginner)

- **Course Code:** CDRTECH(B)
- **Course Duration:** 1½ Months
- **Total hours:** 45

Course Benefits: The course focuses on understanding of Drone Technologies.

Who should attend: Minimum 5th Std pass from recognized education board. This course is focused for those who have basic knowledge of computers and the Internet.

Course Contents:

- Introduction to UAS/Drone Technologies
- Introduction to Flight Dynamics and Control
- Overview of Geospatial technology
- Drone Wireless Communication
- DGCA Drone Guideline
- Introduction to Drone Components
- Drone Assembly, Drone Calibration, Drone Flying and Flight Simulation Tools.

Certificate in Drone Technologies (Intermediate)

- **Course Code:** CDRTECH(I)
- **Course Duration:** 2 Months
- **Total hours:** 60

Course Benefits: To familiarize the students with the concepts and techniques used in Unmanned Aircraft Systems (UAS) and its applications.

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for those having basic understanding of DRONE components and working knowledge of Python Programming.

Course Contents:

- Drone Dynamics & Design
- Autopilots: Mission planning & Ground Control Station
- Introduction to FPV racing Drones

Certificate in Drone Technologies (Advanced)

- **Course Code:** CDRTECH(A)
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To familiarize the students with the Advanced concepts and techniques used in Unmanned Aircraft Systems (UAS) and its applications.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those having an understanding of DRONE components, familiarity with basic electronics, and working knowledge of Python Programming.

Course contents:

- Introduction to Open CV & Image Processing
- Advanced Drone Operations & Applications
- Artificial Intelligence Technologies for Drones

Certificate in Artificial Intelligence (Beginner)

- **Course Code:** CAI(B)
- **Course Duration:** 1½ Months
- **Total hours:** 45

Course Benefits: The Course focuses on understanding of Artificial intelligence.

Who should attend: Minimum 7th Std pass from recognized education board. This course is focused for those who have basic knowledge of computers and the Internet.

Course Contents:

- Defining, Evolution & Ethics of AI
- AI Scope, Stages of Artificial Intelligence, and Traits.
- Fundamentals of Machine Learning
- Introduction to Deep Learning
- Introduction to NLP and its Application
- Introduction to Computer Vision
- Application of AI and Case studies

Certificate in Artificial Intelligence (Intermediate)

- Course Code: CAI(I)
- Course Duration: 2 Months
- Total hours: 60

Course Benefits: To develop an understanding of Data Processing for AI.

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for those having knowledge of Concept of Database Management and Python Programming.

Course Contents:

- Advanced Python for AI
- Data Cleaning and Preprocessing
- Data Analysis using Pandas

Certificate in Artificial Intelligence (Advanced)

- Course Code: CAI(A)
- Course Duration: 3 Months
- Total hours: 90

Course Benefits: To develop an understanding of Machine Learning, Neural Networks and NLP.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those who have knowledge of

computers, Object Oriented Programming using Java or Python, and Fundamentals of AI.

Course Contents:

- How ML and AI work together
- Supervised Learning, Unsupervised Learning and Machine Learning Algorithm
- Introduction to Neural Networks and NLP
- Advanced AI Applications and Trends
- Case studies and real-world applications

Certificate in Cyber Security (Beginner)

- Course Code: CCS(B)
- Course Duration: 1½ Months
- Total hours: 45

Course Benefits: The course focuses on understanding of the concept of cyber security.

Who should attend: Minimum 7th Std pass from recognized education board. This course is focused for those who have basic knowledge of Computers and Internet.

Course Contents:

- Introduction to Cyber Security
- Cyber Crime and Laws
- Malware and its types
- Hackers-Attacker-Countermeasures
- Intellectual Property Rights, Domain Names, and Trademark disputes
- IT Act, Cyber security regulations, roles of international law

Introduction to Cyber Security

- Introduction to Cyber Space
- Network vulnerabilities
- Free & paid tools to keep your security check up-to date

Cyber Crime and Laws

- Introduction to cybercrime and cyber attack

- Introduction to the concept of cyber hygiene and Challenges
- Social Engineering
- How cyber criminals work prevention being a victim of cyber crimes
- E-commerce and laws in India

Certificate in Cyber Security (Intermediate)

- **Course Code:** CCS(I)
- **Course Duration:** 2 Months
- **Total hours:** 60

Course benefits: To develop an understanding of Cyber Security and Laws

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for those having basic knowledge of computers, networking fundamentals, and the Internet.

Course contents:

Introduction to Cyber Security, Crime and Laws (30 hrs)

- Introduction to Cyber Security and Crimes
- The state of security today
- Why security matter to any organization
- Introduction to Cyber Crime & types
- Malware and its types
- Introduction, Cyber Security Regulations,

Roles of International Law

- Evolution of the IT Act, IT Act, 2000
- Intellectual Property Rights, Domain Names and Trademark Disputes
- Cloud Computing & Law
- E – commerce and Laws in India
- Digital Data Protection Act – 2023

Concept of Cyber Hygiene (20 Hrs)

- Introduction to Concept of Cyber Hygiene
- Challenges of maintaining Cyber Hygiene

- Cyber hygiene best practices for organizations
- FREE & Paid tools to keep your security checkup-to date

Security Education, Training and Awareness (10 Hrs)

- Human factors in security
- Developing and implementing a security training plan
- Social Engineering (Phishing)
- Cross-domain training
- The future of cybersecurity

Certificate in Cyber Security (Advanced)

- **Course Code:** CCS(A)
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To learn essential concepts and methods of Cyber Security.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those who are familiar with Fundamentals of Networking, Unix, Linux, and Windows Operating Systems.

Course Contents:

Introduction to Cyber Security and Latest Trends

- Introduction to Cybersecurity
- Classification of Cyber Crimes
- Why Cyber security matter to any organization
- Security Fundamentals
- Firewalls, Types of Firewalls, Limitations of firewall
- Intrusion Detection and Prevention, Intrusion risks
- Confidentiality, Integrity, and Availability
- Cybersecurity Best Practices
- Current Trends in Cybersecurity

Introduction to Ethical Hacking and Web Application Security

- Ethical Hacking
- Hacking Technologies
- Session Hijacking Evading IDS, Firewalls, and Honeypots Hacking Web Servers
- Hacking Web Applications SQL Injection
- DDOS Attack, Email Hijacking, Metasploit
- ARP Poisoning, DNS Poisoning, Cross Site Scripting
- Vulnerability Assessment and Web Security
- OWASP Top 10
- Conducting Vulnerability Scans
- Penetration Testing
- Kali Linux, Wireshark, Tcpdump, Netcat, Socat etc
- DIRB, BURP SUIT, NIKTO
- Web Application Attacks & Exploiting Web Based Vulnerabilities
- Brute Force attacks, Port Redirection and Tunneling

Certificate in Information Security (Beginner)

- **Course Code:** CIS(B)
- **Course Duration:** 1½ Months
- **Total hours:** 45

Course benefits: To develop an understanding of Information Security

Who should attend: Minimum 7th Std pass from recognized education board. This course is focused for those who have basic knowledge of computers and the Internet

Course Contents:

Introduction to Information Security :

- Introduction to Information Security
- Authentication and Authorization
- Classification of Threats and attacks
- Data Privacy Fundamentals
- ISMS Standards – ISO/IEC 27000 Series, Cryptography, Access Control

- Impersonation, Denial of Service, Viruses, Worms, Trojan Horses
- Types of Authentications, Password Authentication, Password Vulnerabilities & Attacks
- Biometrics Techniques
- IT Acts and Cyber Laws
- Case Studies

Certificate in Information Security (Intermediate)

- **Course Code:** CIS(I)
- **Course Duration:** 2 Months
- **Total hours:** 60

Course Benefits: To understand of Effectiveness of an Information Security System

Who should attend: Minimum 9th Std pass from recognized education board. This course is focused for those who have basic knowledge of computers, networking, and the internet

Course contents:

- Introduction to Information Security
- Threats and Vulnerabilities
- Information Security Policy

Certificate in Information Security (Advanced)

- **Course Code:** CIS(A)
- **Course Duration:** 3 Months
- **Total hours:** 90

Course Benefits: To Learn essential concepts and methods of Information Security

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those familiar with Fundamentals of Computer and Operating Systems

Course Contents:

- Introduction to Information Security, Laws and Regulations
- Information Systems Security
- Cryptography Concepts

Certificate in Linux Administration

- **Course Code:** CLXAdmn
- **Course Duration:** 3 Months
- **Total hours:** 100

Course Benefits: The course focuses skills & knowledge in Linux systems, proving your ability to install, configure & operate Linux based systems.

Who should attend: Minimum 11th Std pass from recognized education board. This course is focused for those who are new to IT or have prior experience with operating systems other than Linux and wish to move into a career of administering Linux systems.

Course Contents:

- OS Concepts
- Linux Server Administration
- Project work

Certificate in Windows Administration

- **Course Code:** CWinadm
- **Course Duration:** 3 Months
- **Total hours:** 100

Course Benefits: The course aims to develop the knowledge and skills needed to effectively administer, secure, and optimize Windows-based environments in alignment with industry standards and emerging technologies.

Who should attend: Minimum 11th Std pass from recognized education board. This course

is focused for those Individuals who intend to start a career in IT or system administration, professionals who want to upgrade their skills in managing Windows-based systems, and who want practical knowledge of Windows administration. entrepreneurs managing their own IT infrastructure, freelancers, etc.

Prerequisite: Basic understanding of Computer Fundamentals

Course Contents:

- OS Concepts
- Windows Administration
- Hyper-V & Storage Solutions
- Project work

Certificate in Robotics

- **Course Code:** CR
- **Course Duration:** 2 Months
- **Total hours:** 45

Course Benefits: The course focuses on understanding of robotics technologies.

Who Should Attend: Minimum 5th standard pass from a recognized education board. This course is focused for those who have basic knowledge of computers and the internet.

Course Contents:

- Robotics fundamentals, components, and applications
- Kinematics, control basics, and motion principles
- Actuators, sensors, and embedded systems
- Electrical, electronic, and power fundamentals
- Programming logic and hardware interfacing
- Assembly, calibration and safe operation
- Introduction to AI in Robotics

Course name	Duration	Hrs	Min Eligibility
C	3 months	72	6 th Std Pass
C++	3 months	72	6 th Std Pass
CorelDraw 11	1 ½ Months	36	7 th Std Pass
Photoshop	1 ½ Months	36	7 th Std Pass
Advanced Excel	3 months	100	7 th Std Pass
3D Animation	3 months	72	7 th Std Pass
AutoCAD	3 months	72	10 th Std Pass
ASP.Net	2 Months	48	10 th Std Pass
Dot Net Technologies	4 ½ Months	108	10 th Std Pass

Note: GST extra as applicable

Important - It is necessary to send this form to C-DAC

The student must duly fill this Feedback Form and send it to C-DAC at the completion of 50% of the course (with respect to duration)

Student ID No:

Course Name:

Course Code:

- Source of awareness of C-DAC's PACE programme is:
(a) Newspaper Ad (b) Other forms of Advertisement (Wall posters, banners etc.)
(c) Friends/Ex-student (d) Any other source (Please Specify)
- Awareness about C-DAC PACE centre is generated through:
(a) News Paper Ad (b) Other forms of Advertisement (Wall posters, banners etc.)
(c) Friends/Ex-student (d) Any other source (Please Specify)
- Quality of counseling received at the centre:
(a) Excellent (b) Very good
(c) Good (d) Need improvement
- Quality of the course contents in the PACE programme.
(a) Excellent (b) Very good
(c) Good (d) Need improvement (Please specify suggestions)
- Satisfaction Level from faculty teaching
(a) Low (b) Medium (c) High
- Do you receive sufficient lab hours?
(a) Yes (b) No
- Grade the centre with respect to infrastructure:
(a) Excellent (b) Very good
(c) Good (d) Needs improvement (Please specify suggestions)
- Number of machines in the centre:
(a) Less than 5 (b) Between 5 to 15
(c) Between 15 to 25 (d) More than 25
- Does the centre possesses all necessary software pertaining to C-DAC, PACE courses
(a) Yes (b) No
- Any grievances/ suggestions regarding the training centre or the PACE Programme:

Student Details:

Name of the student:

Address:

Telephone No:

Email ID:

Centre Details:

Name of the ATC:

ATC Address:

Student's Signature:

Q. Documents required along with the application form?

Ans: Along with duly filled student application form, photocopy the Aadhar card/Driving License etc. or C-DAC prescribed attestation form available at ATC.

Q. Does C-DAC, PACE issue course material on registration?

Ans: Yes, once the student is registered with C-DAC PACE, we do issue study material through Authorized Training Centre.

Q: How do I know that I am registered with C-DAC, PACE?

Ans: Ans: Once you received your ID card cum Hall Ticket after attestation from C-DAC, PACE. You may also look for the 3-dimensional Hologram on your ID card.

Q: How many attempts are allowed to clear the exam?

Ans: The application form contains 4 attempts/dates to clear the exam.

Q: How much time is taken to issue the certificate after the exam?

Ans: We do issue certificate within a month's time; however, you may write to C-DAC, PACE directly after 3 months of non-receipt of certificate.

Q: What is the procedure to correct the name (spelling errors) in the certificate?

Ans: Ans: You may submit the certificate correction form (available at the ATC) duly filled along with C-DAC ID card, supporting documents such as Photo ID proof (Aadhar card, driving license, pan card, etc.), original certificate along with the NEFT/RTGS transfer of Rs. 500/- + GST to CDAC, PACE Pune.

Q: Is there any provision to obtain duplicate certificate, in case of loss of certificate?

Ans: You may submit a duplicate certificate application form (available at the ATC) duly filled along with supporting documents such as FIR copy for the loss of certificate, photo ID proof (Aadhar card, driving license, pan card etc.) along with the NEFT/RTGS transfer of Rs. 750/- + GST to CDAC, PACE Pune

Q: Is the Course Fee Refundable?

Ans: 79% of the course fee paid to the authorized training centre, can be claimed within first 15 days, Students are not eligible for any refund, whatsoever, after 15 days of commencement of the course.

Q: Is C-DAC PACE courses affiliated to any university?

Ans: No, C-DAC PACE courses are presently not affiliated to any university.

For Administrative Support

GUJARAT & MAHARASHTRA

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