

# PROSPECTUS





Idl Institute of Techno Education

**WHEN YOU FEEL CONFIDENT  
ABOUT THE FUTURE,  
YOU CAN CARVE MORE FUN  
OUT OF THE PRESENT.**



IITE (Idl Institute of Techno Education Pvt. Ltd.) is the largest Education Company in India and the only company spread across the entire education ecosystem. From schools to skills; Our presence in each of the education vertical is marked with technology-enabled products, high quality people, structured processes and entrepreneurial leadership, that come together to deliver unmatched value.

IITE is changing the world by changing the way knowledge can be shared. Our software and hardware courses empower everyone — from school students to innovators to come together to explore and expand on ideas, bringing them to life without technological limitations.

IITE Institutes provides guidance on career development to its students. Whenever any student or person comes to IITE Centers the courses are suggested to enable him/her move ahead in his/ her career. Career Counseling is done so that the students select right courses which can help him/her in future. Feel Free to contact any IITE executive for any of your training requirement as per your convenience.



## High Quality Education

IITE is the modern and an innovative training institute provides high quality lifeskill training program, Technical education and Vocational Training to aspirants from all sectors. IITE is in the forefront in preparing skill and technology-based professionals; it has trained thousands of students in various fields for enabling the students to mark a pride place in highly competitive global economy.

## Capable to achieve higher goals

It was instrumental in bringing computer education within the reach of a common man & was responsible for adding professional skill sets to lacs of students, making them capable to achieve higher goals in life and become successful, not only locally but also globally.

## Online Training

With powerful new tools like learning management systems, building online training courses is easy. Our Online Training Library of courses helps you to get the training you need at times that are convenient for you. Online Training is delivered over the web to let you proceed at your own pace, anytime and anywhere.

## Experienced Trainers

Experienced educators. The abilities to convey a message should only be surpassed by a deep knowledge of your field. Organizational skills and a positive attitude are important qualities that We possess. Our goal is to promote efficiency and competitive advantage by developing the skills of personnel.

## Certification

Gain practical skills you can use on the job. Realize maximum benefit from a wide range of expertise areas. Our company independent certification teaches you all aspects of a specific type of career pursuit while also providing organization with a standard of assured excellence from these professionals.

## Job Support

Potential employees should have the technical know-how and the right academic qualifications. Therefore our company supports you to excel in the career you are already following, and help developing skills, and where you stand and find a way to polish the areas you are not doing so well in.







# LIFE-SKILL EDUCATION

## Personality Development

At IITE we believe in bringing the best out of each of our students and getting them geared up for the challenges that lie ahead. In today's highly competitive world it is very important to stand out in the crowd. A good personality helps in both the professional as well as Personal arenas. The impact that a good personality has is unparalleled. The course has been developed as an amalgamation of distinguished features, which can help the learners to experience a revolution in the way they think of themselves as individuals and the way they approach things in their daily life, thereby introducing a revolutionary change in their life.

The course has been designed with two major objectives, to help you understand your own capabilities and to bring them out in front of the whole world. The course content has been designed to help you emerge as a more confident person with the personality of a leader.

## Business Communication

In the professional arena, one thing that gives you a chance to stand out in the crowd of business professionals is your command over Business Communication. It can help you reach new heights in a professional arena.

The course has been developed to help you grasp the basics of business Communication and to master it for an evolved communication with others around you in a professional environment. It helps you gain confidence and understand the intricacies involved in business communication.

## Attitude Development

An attitude usually refers to a set of behaviours, beliefs, and emotions towards a specific event, thing, person or object. They are usually a result of an individual's upbringing as well as experience and their influence on the behaviour is very powerful. Even though attitudes are enduring, they can also undergo changes.

The course would be guiding you regarding the ways in which you should behave in specific situations, the ways in which certain issues can be handled and the ways in which you can develop yourself as a human being in a complete way. Such life skills are mostly ignored and they are usually not taught to the students during their academic years in any college or school but as the people grow they come to realise that these are in fact the life tools that would help in the establishment of the paths for their future career and also their complete personality in the years to come.

## Self Management

Self Management theory states that when we focus our attention on ourselves, we evaluate and compare our current behaviour to our internal standards and values.

- Personality Traits
- Personal values
- Habits
- Emotions
- Psychological Needs
- Self- knowledge is the beginning of self- employment.
- Key understanding about self -development.
- Identifying and oneself
- Developing self -development goals/plan
- Creating and practising positive attitude.
- Understanding and achieving success.
- Managing yourself with time management



# TECHNICAL EDUCATION

## CCIT (Certificate Course in Information Technology)

### Course Description

Basics of Computer Fundamentals course begins with basic concepts and builds quickly to intermediate skills and techniques. Practical, hands-on tutorials enable students to develop their skills, one step at a time. Each lesson in the course has an objective which is achieved through tutorials.

### Course Components

Basics of Computer Fundamental	MS Excel
Operating System Windows 10	MS Power Point
MS Word	Basics of Internet

**Duration :** 60 Days

### Job Prospects/Benefits

Helps people use computers confidently.  
Helps young people looking for a job or a change of job  
Helps working people who wish to enhance their skills.



## Data Entry

### Course Description

Data Entry, as the name suggests, is the process of entering data into a computerized database or a spread sheet. Data Entry Specialists transfer / enter data held on manual records to computer files and ensure that important data is collated, processed and stored appropriately for business use. They are responsible for transferring both words and numerical data into spreadsheets or databases. Data entry operators are in charge of updating, maintaining and retrieving information which is held in a company' s computerized information storage and retrieval systems. People involved in data entry may also handle letters, documents and mailing lists.



### Course Components

MS Word  
MS Excel  
Marathi / Hindi (30 WPM) / English (40 WPM)  
Basics of Internet  
Data Entry Project

**Duration :** 60 Days

### Job Prospects/Benefits

Data entry online helps in the process of Research and Analysis.  
Data entry online helps in generating information from across the web.  
Conversion of raw data into digital data which can be processed in various industrial sectors.  
Helps in electronic word processing.  
Online data entry can be made use of in some cases for data retrieval, if you need to make use of data online.  
Facilitates Data migration: Upgrading or making relevant changes to the data when a company upgrades its database, or changes its system software from one version to another.



# TECHNICAL EDUCATION

## Tally .ERP 9 with GST

### Course Description

With the fast-changing business scenario, experts in Taxation, Payroll Accounting, Excise, VAT and Service Tax are in high demand. The Tally.ERP9 course is all you need to grow your employment opportunities. The Course uses a feature-based approach to introduce students to Accounting on Computers. This step-by-step guide you to handle Accounting, Inventory, Statutory and other specific business roles in different types of businesses. Yes, there is life beyond Accounting.

### Course Components

- Create Company
- Balance Sheet
- Credit / Debit Account
- Tax (GST / Service)
- Voucher Entry
- Single / Double Entry

Duration : 60 Days



### Job Prospects/Benefits

This course offers an opportunity for accounting professionals to become successful consultants by venturing into the high growth accounting software/ERP industry. The course helps the students those who want to understand business skills better, improve profits and avoid maintaining lengthy paper records. Candidates have also many jobs in the field of data entry both on permanent and private bases in various institutions/firms.

## DTP (Desktop Publishing)

### Course Description

Do you have a passion for designing or creating new things? Then DTP (Desktop Publishing) would be one of your best choices in the computer designing field when compared to Increasing competition among the arrivals and entry of so many new products in the market. Nowadays, The need of advertising of various types in the print media has increased. DTP operators were given more importance and demand as they can give comprehensive and attractive information in a presentable manner. The product can be presented cleanly with the help of various kind of designing software.

### Course Components

- Introduction to Computers
- Windows
- Coral Draw
- Photoshop
- PageMaker
- Assignments & Projects

Duration : 60 Days



### Job Prospects/Benefits

DTP can be used to bring lots of different files together on the same document. You can import images into a DTP document from a scanner, graphics from a drawing package, frames from a video camera and text from a word processor.





# TECHNICAL EDUCATION

## Hardware & Networking

### Course Description

Computer Hardware and Networking is a short term course that educates the participants with hardware parts of the computer and networking system. Apart from providing knowledge on peripherals parts of the computer, the course study helps the candidates to gain knowledge on the framework of different layers of computer communication. The course also covers details regarding architecture and topology of different networks used in computers. Important aspects of networking such as IP addressing, subnet masking, router switching, etc are also covered under the academic curriculum. Upon completion of the course the candidate gains adequate skills in troubleshooting and in networking.

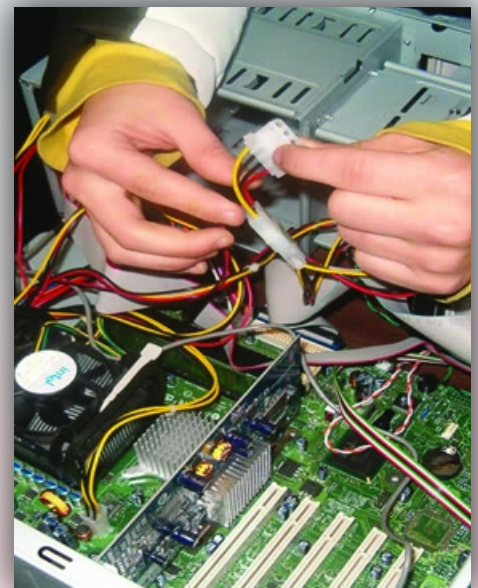
### Course Components

PC Assemble and Disassemble  
Software Installation  
Computer Formatting  
Project (Build Your Own PC)

Duration : 60 Days

### Job Prospects/Benefits

The course study helps the candidate to gain practical skills to assemble the hardware parts of the computer. The same helps the candidate to acquire knowledge and skills in detecting and correcting problems associated with networking. The course study helps the candidate to continue their technical studies through higher education programs. They can go with higher study options such as B. Tech in Computer engineering or post graduate diploma courses. The most basic advantage of candidates who have completed their diploma in Computer Hardware and Networking is high job opportunity. The course study helps the candidate to get in to technical job within a short span of time. Professionals with hardware and networking skills are highly demanded now days due to the growing use of computers.



## Spoken English

### Course Description

Brains Booster teaches Spoken English at four levels – Basic, Junior, Senior and Advanced. The Spoken English course is designed to help the students in learning English language giving more emphasis to speaking skills. Emphasis is placed on the development of the Listening, Speaking, Reading and Writing skills along with knowledge of grammar. Enthusiastic participation in classroom activities is an indispensable part of the learning process. 40% of the final evaluation is based on the student' s performance in the classroom activities.



### Course Components

Basics of communication  
English grammar  
Speaking English for the real world  
Public speaking skills  
Personality development

Duration : 60 Days



# TECHNICAL EDUCATION

## C Programming Language

### Course Description

C programming course provides a comprehensive introduction to the ANSI C language, emphasizing portability and structured design. Students are introduced to all major language elements including fundamental data types, flow control, and standard function libraries. Thorough treatment is given to the topics of string and character manipulation, dynamic memory allocation, standard I/O, macro definition, and the C runtime library. The course explains the use of aggregate structures, unions, and pointers early on so the students can practice extensively in the hands on labs. Structured programming constructs and varargs functions are also covered. Emphasis is given to the processing of command line arguments and environment variables so students will be able to write flexible, user-friendly programs. The course also includes coverage of portability tips drawn from experienced programmers working in production environments. Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency.

### Course Components

Introduction to C Programming	Conditional Execution
Structure of C Programs	Arrays, Pointers, Strings, Structures
Data Types	LOOPS
Input and Output Functions	File Handling

Duration : 60 Days



## C++ Programming Language

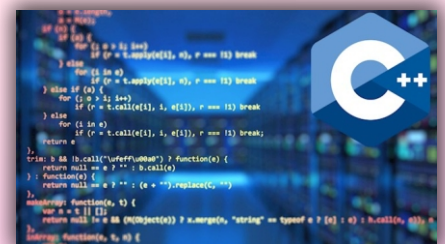
### Course Description

C++ is a first year computer science course designed to teach the basic concepts of computer science and Object Oriented Programming. A basic explanation of how a computer is built and runs is given. Details of the syntax of the C++ programming language including most keywords and operators are taught. Loops, array, and functions are covered in depth. String manipulation functions are explained and re-implemented. The course also covers the fundamentals of structured programming, functional programming, and object oriented programming design. Reading and writing to files is taught. Sorting algorithms and recursion are strongly emphasized.

### Course Components

Concept of OOPS	Pointers in C++
Object and Classes	Polymorphism
Constructors and Destructors	Basic Function of I/O System Basic
Inheritance	File Processing

Duration : 60 Days



## Basics of Website Designing

### Course Description

This course will give you all the visions on how the internet works and by the end of this course; you will have the breadth of knowledge to be able to build your own websites and apps with the advanced technology. Web design is designed for the students who want to learn the basic web design using HTML and CSS. Throughout the course aspirants are introduced to designing and planning effective web pages, improving web pages with the use of page layout techniques, applying web pages by writing HTML and CSS code, text formatting, graphics, images and multimedia and producing a functional multi-page website.

### Course Components

HTML	CSS
xHTML	Java Script
XML	Web Page Design Project

Duration : 60 Days





# TECHNICAL EDUCATION

## CPCT (Computer Proficiency Certification Test) Preparation

### Course Description

Computer Proficiency Certification Test is an exam to get government jobs in MP state. To get any government job in MP that requires computer skill, you have to appear and get a score card from CPCT. It's just like IBPS exam where you will get a score sheet that will be valid for 2 years. CPCT will be conducted twice a year, and it will have Objective Type Question and Typing Test (Hindi & English Both). You have to appear in the exam and get a score card for the same.

### Who can take the CPCT?

Any Indian over 18 years of age and passed the Higher Secondary exam may appear for the CPCT.

### Who Accepts CPCT Scores?

Government of MP has recognized Computer Proficiency & Certification Test (CPCT) for all the positions in various Government departments where working knowledge of computers and typing skill are basic requirements. It will be required for both permanent and contractual government jobs. Jobs like - Data Entry Operator, Typist, LDC, UDC, Office Assistant and any MP government jobs that require Computer Qualification CPCT score will be mandatory.

### Exam Pattern & Marking Scheme

CPCT Exam will be conducted on Computers only.  
CPCT exam has two parts,  
Objective Type and  
Typing Test, each candidate has to appear and pass both parts.

**Duration :** 60 Days

### Course Components

Familiarity with Computer Systems  
Knowledge of Basic Computer  
Operations Proficiency in General IT skills  
Reading Comprehension  
Mathematical & Reasoning Aptitude  
General Awareness  
Hindi and English typing

## CCC (Course on Computer Concepts) Preparation

### Course Description

IITE is an authorized training center (DLC) for CCC by NIELIT (National Institute of Electronics & Information Technology), Government of India.

CCC (Course on Computer Concepts) is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in-depth knowledge of Software/packages. After completing the course the incumbent will be digitally literate and will be able to

- \* acquire confidence in using computer techniques available to users.
- \* recognize the basic components of computers and terminology;
- \* understand data, information and file management;
- \* create documents using Word processor, Spreadsheet & Presentation Software ;
- \* understand computer networks and browse the internet, content search, email and collaborate with peers;
- \* use e-governance applications
- \* use computer to improve existing skills and learn new skills
- \* use internet for digital financial services;
- \* The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

### Course Components

1. Introduction to computer
2. Introduction to Windows
3. Basic DOS Commands
4. Elements of Word Processing
5. Spreadsheets
6. Computer communication and internet
7. WWW and web browsers
8. E-mail
9. Making small presentation

**Duration :** 60 Days



# VOCATIONAL EDUCATION

## Beauty and Wellness

### Course Description

Personal appearance is important to many and the industry of beauty and fitness help them care for it in the aptest way – be it calling for a hairdresser or indulging into yoga.

The beauty and fitness industry offers a diverse range of careers to aspirants. Candidates can work for or run a locally owned beauty salon or find themselves working for spa resorts, fitness centres, cruise ships, hotels, and so on. With a range of specialities available, candidates can find themselves developing a variety of skills in practices such as hairstyling, makeup, skin care, etc.

The industry of beauty and fitness is changing constantly. With the new products and techniques being developed every now and then, the sky is the limit for candidates looking to pursue a career in beauty and fitness. Soft skills are anything that can make or break anyone's career in the industry of beauty and fitness.

Beauty and Wellness course is designed for the students to learn about and perform the basics of beauty therapy and maintain hygiene and safety at workplace. The students would gain knowledgeable about various beauty products and will be able to perform basic Hair Styling, Makeup, Manicure, Pedicure and basic face care services.

### Course Components

- |                            |                                     |                                   |
|----------------------------|-------------------------------------|-----------------------------------|
| 1. Threading               | 5. Basic Haircuts                   | 9. Hair Art & Bridal Hair Styling |
| 2. Waxing                  | i. Straight Haircut                 | 10. Basic Makeup                  |
| 3. Face Massage            | ii. U Shape Haircut                 | i. 3D Makeup                      |
| i. Plain Massage           | iii. V Shape Haircut                | ii. HD Makeup                     |
| ii. Pressure Point Massage | iv. Step Haircut                    | iii. MAC Makeup                   |
| 4. Facial and Skin Anatomy | 6. Pedicure & Manicure              | iv. Airbrush Makeup               |
|                            | i. Using Home Remedies              | 11. Saree Draping                 |
|                            | ii. Using Kit                       | 12. Dupatta Setting               |
|                            | 7. Body Polish                      | 13. Basics of Mehndi              |
|                            | 8. Hair Spa & Basic Hair Treatments |                                   |

**Parlour Kit Provided :**

Waxing Kit	Manicure Kit
Threading Kit	Body Polishing Kit
Facial Kit	Makeup Kit

**Duration :** 90 Days

### Job Prospects/Benefits

Beauty therapy courses can help you in many ways. Here are a few:

- They will train you for a job in a growing industry.
- They will expand your opportunities. You may be a licensed esthetician, but becoming a qualified laser therapist can make you more versatile. You will not be limited to only one area.
- They will give you the knowledge you need to advise clients. Not only will you be able to perform the treatments, but you will also be qualified to offer consultations. You will also learn about physiology and anatomy. This will help you in whatever job you choose. The more knowledgeable you are, the more comfortable customers will feel.
- You will be able to earn a higher salary.
- You will be able to open your own business or work from home.







# VOCATIONAL EDUCATION

## DLIT(Digital Literacy in Information Technology) (Online Course)

### Course Description

This basic digital skills based course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become digitally literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

### Course Components

#### Introduction To Mobile

- Introduction
- Objectives
- Evolution of Mobile & its applications
- IT gadgets and their applications
- Basics of Hardware and Software
- Central Processing Unit
- Input and Output Devices
- Mobile Memory & storage
- Application Software
- Systems Software
- Utility Software
- Open source and Proprietary Software
- Mobile Apps

#### Introduction To Internet and WWW

- Basic of Computer Networks
- Internet
- Sevices on the Internet
- Preparaing Computer for Internet Access
- Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
- Search Engines



#### E-mail, Social Networking and eGovernance Services

- Structure of E-mail
- Using E-mails - Opening Email account, Mailbox: Inbox and Outbox, Attaching files with email, etc.
- Social Networking & e-Commerce
- Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]
- Accessing e-Governance Services on Mobile Using

#### Application of Digital Financial Services

- Basics of Application of Digital Financial Services
- Need of Savings
- Need of Banks
- Banking products
- Insurances
- Digital Financial Tools
- Banking Service Delivery Channels
- Bank on your mobile

#### Overview of Future Skills And Cyber Security

- Internet of Things (IoT)
- Big Data Analytics
- Cyber Security

Duration : 30 Days





# VOCATIONAL EDUCATION

## Photo Editing (Online Course)

### Course Description

Expand your horizons as you learn more about photo editing. IITE Phot Editing Online classes that teach how to edit photos using digital tools with Photoshop and other software and mobile apps. Whether you' re working on a Mac or using Windows, these online classes are filled with inspiration to take your photos to the next level. You' ll have the chance to develop new skills to help edit fine art photos, food photography and photo storytelling, And you can master your tools by trying different photo editing techniques and shortcuts on both your laptop or mobile. Each online class is broken down into short lessons that include hands-on projects to complete and share.



### Course Components

- |                                    |                         |                                     |
|------------------------------------|-------------------------|-------------------------------------|
| Introduction of Photoshop          | Selection Tools         |                                     |
| Pixel and resolution               | Layer transformation    |                                     |
| Zoom and Hand tool                 | Layer Mask              |                                     |
| Image Retouching                   | Image highlight         |                                     |
| Remove unwanted portion from image | Raster Smart Object     | Glowing Lines Effect                |
| Rater and vector                   | Layer panel in Advanced | Neon text effect                    |
| RGB and CMYK colour                | 3D pop out              | Dress colour change                 |
| Image Restoration                  | Pen tool                | Professional passport Photo editing |
| Light Correction                   | Channels                | Action                              |
| Foreground and Background Colour   | Edit with Channels      | Image Softening                     |
| Basic of layers                    | Layer style             | Clipping Mask                       |

**Duration :** 30 Days

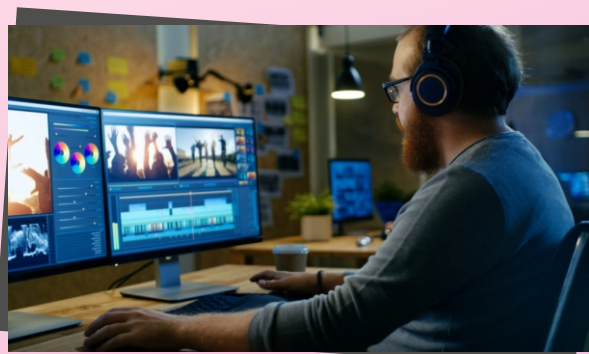
## Video Editing (Online Course)

### Course Description

Video editing is a complicated process known in the film industry as Post-production. This video editing course will provide a brief understanding of the process. Nowadays, editing videos has become more accessible for people due to the availability of free software and web information sharing. This online video editing course will provide a guide to video editing fundamentals, its jargon, process, resources, and career options, etc., in the world of video editing. Learn video editing skills with an introduction to video editing and the scope of the same in different industries. This video editing course will take you through Filmora functioning and display how to create a video in Filmora.

### Course Components

- |                              |                     |
|------------------------------|---------------------|
| Getting Started              | Titles              |
| Media Management             | Devnagari titles    |
| Editing Basics               | Render Preview      |
| Mismatched and Missing media | Transitions         |
| Timeline Operations          | Video exporting     |
| Frame by Frame editing       | Project Archiving   |
| Colour Correction            | Picture in picture  |
| Multi track editing          | Video Cropping      |
| Audio library                | Borders and Shadows |
| Audio keyframes              | Masking             |
| Effects and filters          | Split Screen        |



**Duration :** 30 Days





# VOCATIONAL EDUCATION

## Share Trading (Online Course)

### Course Description

If you are someone looking to quickly get started in the stock market then this may be just the right course for you. This course is specifically designed for beginners so that they can find all the relevant information in one place.

In a single course we cover:

- Introduction to stock trading for beginners in the stock market.
- Practical advice on getting started in stock trading & investing.
- Fundamental analysis (Financial Statement Analysis) for long term value investing in the stock market.
- Classical technical analysis for trading any freely traded financial market (not just stock market).
- Introduction to Options for stock trading.



### Course Components

Basics of Trading  
Understanding Candlesticks & Indicators  
Tools of Trading

Preparation for the Trading Day  
Intraday Trading strategies  
Best Practices in Trading & Trading Psychology

**Duration :** 30 Days

## The Ultimate Cryptocurrency Trading Course (Online Course)

### Course Description

The Ultimate Cryptocurrency Trading Course is designed to turn you into a profitable crypto trading ninja in a short period of time and provide you with all the proven strategies, secret tactics and cheat sheets that make your trading process 400-500% easier.

IITE will teach you exactly what to invest in, when to buy, when to sell, and most importantly teach you IITE's best technical analysis techniques that can help you predict the next market move in less than 15 minutes with high-accuracy (and you'll learn with dozens of real world examples).

Plus IITE will talk hacks like, how to research on a coin you're interested in, how to determine if a trend is weak or strong, how to identify false trading signals, how to allocate your capital wisely.

### Course Components

#### Introduction to Cryptocurrency

- 1) Type of wallets and how to create wallet.
- 2) How to get your cryptocurrency wallets and protect them from being hacked.
- 3) Registration on exchanges.
- 4) Type of blockchain and coins.

#### Analysis

- 5) Type of price chart.
- 6) Support & Resistance to trade cryptocurrencies profitably.
- 7) What is trend and its important.
- 8) How to read price action.
- 9) How to read and analyse a cryptocurrency's candlestick chart effectively.
- 10) How to do research and find related information regarding a coin you're interested in.

11) Candlestick Pattern.

12) What is scalping, intra day, swing and positional trading.

13) How to start with a single \$100 bill and make an explosive profit

#### Risk Management

14) How to protect your money when the market crashes.

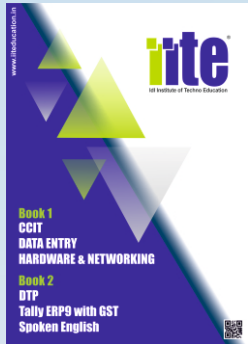
15) How to use the advanced risk management system reduce risks & protect your profits effectively.

16) How to protect from liquidation.

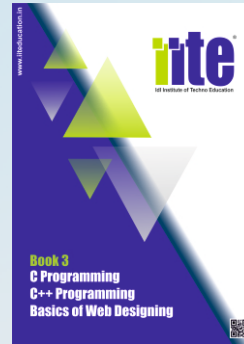
**Duration :** 30 Days



# SERVICE



**BOOK 1 & BOOK 2**  
**CCIT / CCC / CPCT Preparation**  
**Data Entry**  
**Hardware & Networking**  
**DTP**  
**Tally ERP9 with GST**  
**Spoken English**



**BOOK 3**  
**C Programming Language**  
**C++ Programming Language**  
**Basics of Website Designing**

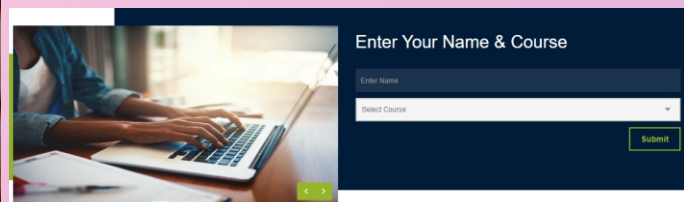


**BOOK ON**  
**Beauty & Wellness**



# ONLINE COURSES

We also provide 50+ online courses to all of our students absolutely free.



# ONLINE DEMO EXAM



## **Idl Institute of Techno Education**

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