



# इंदिरा गाँधी उच्च प्रशिक्षण संस्थान INDIRA GANDHI ADVANCE TRAINING INSTITUTE

Regd. Govt. of NCT of Delhi

An ISO 9001 : 2008 Certified Institute

**युवाओं को आर्थिक रूप से आत्म-निर्भर बनाने के लिए कम्प्यूटर कोर्स**



**ALL DEGREE COURSES AVAILABLE**  
**UNIVERSITIES APPROVED BY UGC & DEC**  
**B.A, B.COM, B.Sc, M.A, M.COM, M.Sc, BCA, BBA, MCA, MBA,**  
**B.ED, M.ED, B.TECH, LLB, LLM, M.PHIL & PH.D**

Contacts No:- 011-41662365, 8505996659  
 Visit :- [www.igatiindia.org](http://www.igatiindia.org)  
 Email :- [igati.com@gmail.com](mailto:igati.com@gmail.com)

**We Provide here Best Education**

**ADV. DIPLOMA IN GRAPHIC DESIGNING**

**SEM - I GRAPHIC DESIGNING**  
 ★ Basic of Internet  
 ★ (Introduction to www, TCP/IP)  
 ★ HTML, DHTML  
 ★ (Tags, Table, Frames, Forms)  
 ★ Adobe Photoshop  
 ★ Macromedia Flash  
 ★ Macromedia Dreamweaver  
 ★ Programming JAVA SCRIPT  
 ★ Complete web site Designing  
 ★ Project Work

**Duration :- 12 Months**

**SEM - II GRAPHIC DESIGNING**  
 ★ Sketching 7 Illustrations  
 ★ Corel Draw  
 ★ Adobe Pagemaker  
 ★ Adobe Illustrator  
 ★ Adobe Photoshop  
 ★ Free hand  
 ★ Indesign / Quark-Xpress  
 ★ Project Work

**DIPLOMA IN WEB DESIGNING**  
 ★ Basic of Internet  
 ★ (Introduction to www, TCP/IP)  
 ★ HTML, CSS  
 ★ (Tags, Table, Frames, Forms)  
 ★ Macromedia Flash  
 ★ Programming JAVA SCRIPT  
 ★ Complete Web Site Designing  
 ★ Project Work

**Duration :- 6 Months**

**DIPLOMA IN GRAPHIC DESIGNING**  
 ★ Sketching & Illustrations  
 ★ Corel Draw  
 ★ Adobe Pagemaker  
 ★ Adobe Illustrator  
 ★ Adobe Photoshop  
 ★ Free Hand  
 ★ Indesign / Quark-Xpress  
 ★ Project Work

**Duration :- 6 Months**

**CERTIFICATE IN OFFICE AUTOMATION (COA)**  
 ★ Computer Fundamentals  
 ★ Windows XP/07 (Ms-Paint, WordPad)  
 ★ Ms-Office  
 ★ (Ms-Word, Ms-Excel, Ms-Powerpoint)  
 ★ Internet (Browsing & E-mail, Chatting)

**Duration :- 3 Months**

**ADV. DIPLOMA IN OFFICE AUTOMATION (ADOA)**  
 ★ Typing (Hindi & English)  
 ★ Computer Fundamentals  
 ★ Windows XP/07 (Ms-Paint, Wordpad)  
 ★ Ms-Office  
 ★ (Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access)  
 ★ Office Work (Scanning, CD- Rewriting, Printing)  
 ★ Internet (Browsing & E-mail, Chatting)

**Duration :- 6 Months**

**DIPLOMA IN DESKTOP PUBLISHING (D.T.P)**  
 ★ Typing (Hindi & English)  
 ★ Windows  
 ★ Ms-Paint  
 ★ WordPad  
 ★ Ms-Word  
 ★ Photoshop  
 ★ Pagemaker  
 ★ CorelDRAW  
 ★ Internet (Browsing & E-Mail, Chatting)

**Duration :- 6 Months**

**DIPLOMA IN FINANCIAL ACCOUNTING (DFA)**  
 ★ IT TOOL & APPLICATION  
 ★ Windows:-  
 ★ Ms-Paint  
 ★ Wordpad  
 ★ Ms-Office:-  
 ★ Ms-Word  
 ★ Ms-Excel  
 ★ Ms-Powerpoint  
 ★ Tally ERP. 9  
 ★ JOURNAL TOPIC  
 ★ INTERNET

**Duration :- 6 Months**

**ADV. DIPLOMA IN GRAPHIC DESIGNING**

**SEM - I GRAPHIC DESIGNING**  
 ★ Basic of Internet  
 ★ (Introduction to www, TCP/IP)  
 ★ HTML, DHTML  
 ★ (Tags, Table, Frames, Forms)  
 ★ Adobe Photoshop  
 ★ Macromedia Flash  
 ★ Macromedia Dreamweaver  
 ★ Programming JAVA SCRIPT  
 ★ Complete web site Designing  
 ★ Project Work

**Duration :- 12 Months**

**SEM - II GRAPHIC DESIGNING**  
 ★ Sketching 7 Illustrations  
 ★ Corel Draw  
 ★ Adobe Pagemaker  
 ★ Adobe Illustrator  
 ★ Adobe Photoshop  
 ★ Free hand  
 ★ Indesign / Quark-Xpress  
 ★ Project Work

**DIPLOMA IN WEB DESIGNING**  
 ★ Basic of Internet  
 ★ (Introduction to www, TCP/IP)  
 ★ HTML, CSS  
 ★ (Tags, Table, Frames, Forms)  
 ★ Macromedia Flash  
 ★ Programming JAVA SCRIPT  
 ★ Complete Web Site Designing  
 ★ Project Work

**Duration :- 6 Months**

**DIPLOMA IN GRAPHIC DESIGNING**  
 ★ Sketching & Illustrations  
 ★ Corel Draw  
 ★ Adobe Pagemaker  
 ★ Adobe Illustrator  
 ★ Adobe Photoshop  
 ★ Free Hand  
 ★ Indesign / Quark-Xpress  
 ★ Project Work

**Duration :- 6 Months**

**CERTIFICATE IN OFFICE AUTOMATION (COA)**  
 ★ Computer Fundamentals  
 ★ Windows XP/07 (Ms-Paint, WordPad)  
 ★ Ms-Office  
 ★ (Ms-Word, Ms-Excel, Ms-Powerpoint)  
 ★ Internet (Browsing & E-mail, Chatting)

**Duration :- 3 Months**

**ADV. DIPLOMA IN OFFICE AUTOMATION (ADOA)**  
 ★ Typing (Hindi & English)  
 ★ Computer Fundamentals  
 ★ Windows XP/07 (Ms-Paint, Wordpad)  
 ★ Ms-Office  
 ★ (Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access)  
 ★ Office Work (Scanning, CD- Rewriting, Printing)  
 ★ Internet (Browsing & E-mail, Chatting)

**Duration :- 6 Months**

**DIPLOMA IN DESKTOP PUBLISHING (D.T.P)**  
 ★ Typing (Hindi & English)  
 ★ Windows  
 ★ Ms-Paint  
 ★ WordPad  
 ★ Ms-Word  
 ★ Photoshop  
 ★ Pagemaker  
 ★ CorelDRAW  
 ★ Internet (Browsing & E-Mail, Chatting)

**Duration :- 6 Months**

**DIPLOMA IN FINANCIAL ACCOUNTING (DFA)**  
 ★ IT TOOL & APPLICATION  
 ★ Windows:-  
 ★ Ms-Paint  
 ★ Wordpad  
 ★ Ms-Office:-  
 ★ Ms-Word  
 ★ Ms-Excel  
 ★ Ms-Powerpoint  
 ★ Tally ERP. 9  
 ★ JOURNAL TOPIC  
 ★ INTERNET

**Duration :- 6 Months**

**ADV. DIPLOMA IN COMPUTER APPLICATION (ADCA)**

**SEMESTER - I**  
 ★ IT TOOL & APPLICATION  
 ★ Windows  
 ★ Ms-Paint  
 ★ Wordpad  
 ★ Microsoft Office:-  
 ★ Ms-Word  
 ★ Ms-Excel  
 ★ Ms-Powerpoint  
 ★ Ms-Access  
 ★ Ms-Picture Manager  
 ★ Desk Top Publishing (D.T.P):-  
 ★ PHOTOSHOP  
 ★ CORELDRAW  
 ★ PAGEMAKER  
 ★ TALLY (ERP. 9)  
 ★ NERO  
 ★ (CD, DVD BURNER) Project Work

**Duration: 12 Month**

**SEMESTER - II**  
**English Course @ 50 % Discount**

★ WEB DESIGNING  
 ★ HTML  
 ★ JAVA Script  
 ★ CORE PROGRAMMING  
 ★ Programming in C Language  
 ★ Programming in C++ Language  
 ★ Data Base Using Oracle (SQL)  
 ★ Internet (Browsing E-Mail Chatting)  
 ★ Project Work

**OPTION-1**  
**Flash**  
**Dreamweaver**  
**Sketching & Illustrations**

**ADV. DIPLOMA IN WEB DESIGNING (ADWD)**

**SEMESTER - I**  
 ★ Computer Fundamentals  
 ★ Windows  
 ★ Ms-Paint  
 ★ Wordpad  
 ★ Basic of Internet  
 ★ (Introduction of WW, ICP/IP)  
 ★ HTML-5, CSS  
 ★ Adobe Photoshop  
 ★ Macromedia Flash  
 ★ Macromedia Dreamweaver  
 ★ Programming JAVA SCRIPT  
 ★ (Complete Web Site Designing)  
 ★ Project Work

**Duration: 12 Month**

**SEMESTER - II**  
**English Course @ 50 % Discount**

★ Sketching & Illustrations  
 ★ Corel Draw  
 ★ SQL  
 ★ JQuery  
 ★ Indesign / Quark - X Press  
 ★ Project work

**SHORTHAND ENGLISH & HINDI**  
 ★ CONSONANTS  
 ★ Vowels  
 ★ Grammalogues  
 ★ Diphthongs  
 ★ Triphons  
 ★ Phraseography  
 ★ Loops  
 ★ Hooks  
 ★ Doubling Principle  
 ★ Halving Principle  
 ★ Advance Phraseography  
 ★ Shorthand Speed Practice

★ व्यंजन  
 ★ स्वर  
 ★ शब्द चिन्ह  
 ★ वाक्यांश  
 ★ द्विस्वर  
 ★ त्रिस्वर  
 ★ संयुक्त व्यंजन  
 ★ द्विगुण नियम  
 ★ उपसर्ग  
 ★ गति अभ्यास

**Duration :- 12 Month**

**COMPUTER TEACHER TRAINING (CTT)**

**SEMESTER - I**  
 ★ IT TOOL & APPLICATION  
 ★ Windows  
 ★ Ms-Paint  
 ★ Wordpad  
 ★ Microsoft Office  
 ★ Ms-Word  
 ★ Ms-Excel  
 ★ Ms-Powerpoint  
 ★ Ms-Access  
 ★ Ms-Picture Manager  
 ★ Desk Top Publishing (D.T.P)  
 ★ PHOTOSHOP  
 ★ CORELDRAW  
 ★ PAGEMAKER  
 ★ Accounting Package  
 ★ TALLY (ERP. 9)  
 ★ NERO  
 ★ (CD, DVD BURNER) Project Work

**Duration: 18 Month**

**SEMESTER - II**  
 ★ WEB DESIGNING  
 ★ HTML  
 ★ JAVA Script  
 ★ CORE PROGRAMMING  
 ★ Programming in C Language  
 ★ Programming in C++ Language  
 ★ Data Base Using Oracle (SQL)  
 ★ Internet (Browsing E-Mail Chatting)  
 ★ Project Work

**SEMESTER - III**  
 ★ Window Installation  
 ★ Software Installation  
 ★ How to Remove Software  
 ★ e-Banking, Debit & Credit Card  
 ★ Journal Topic

**Computer Teacher Training CTT**

**BASIC ENGLISH SPEAKING COURSE**  
 ★ Articles  
 ★ Syntax: Subject  
 ★ Time and Tense  
 ★ Auxiliary verbs  
 ★ Non-Finite verbs  
 ★ Kinds of Sentences  
 ★ Active and Passive Voice  
 ★ Prepositions  
 ★ Common Error  
 ★ Direct and Indirect Speech  
 ★ Sentence patterns  
 ★ Synthesis  
 ★ Transformation  
 ★ Punctuation and the use of Capitals  
 ★ Idioms Phrases and Phrasal Verbs  
 ★ Word Power/ Vocabulary  
 ★ Spelling Rules  
 ★ Adjectives/Determiners  
 ★ Miscellaneous Topics  
 ★ Letter Writing

**Duration: 3 Month**

**ADVANCE ENGLISH SPEAKING**  
 ★ Confidence Building  
 ★ Phonetics  
 ★ Debates  
 ★ Discussion on Current Affairs  
 ★ Group Discussion  
 ★ Style in Speaking Sentence  
 ★ Extempore  
 ★ Role Play  
 ★ Quiz  
 ★ Body Language  
 ★ Facing an Interview  
 ★ Addressing & Presentation

**Duration: 2 Month**

**English Speaking Course**  
 ★ Fluency  
 ★ Confidence  
 ★ Communication

**SHORT TERM COURSES**

Sl. No.	COURSES	CHARGES	DURATION
1.	Ms-Office		45 Days
2.	Ms-Word		15 Days
3.	Ms-Excel		15 Days
4.	Ms-PowerPoint		15 Days
5.	Ms-Access		15 Days
6.	Advance Excel		1 Month
7.	C Language		1 Month
8.	C++		1 Month
9.	Java Script		1 Month
10.	VB Script		1 Month
11.	Tally		45 Days
12.	Core Java		2 Month
13.	Visual Basic		1 Month
14.	Oracle (SQL)		1 Month
15.	Advance Java		2 Month
16.	C #		45 Days
17.	VB.Net		45 Days
18.	.Net		45 Days
19.	SOL Server		45 Days
20.	HTML		1 Month
21.	DHTML		1 Month
22.	FoxPro		1 Month
23.	PgeMaker		1 Month
24.	CorelDraw		1 Month
25.	Photoshop		1 Month
26.	Quark Express		1 Month
27.	Illustrator		1 Month
28.	Dreamweaver		1 Month
29.	PHP		2 Month
30.	Front Page		1 Month
31.	Hardware		45 Days
32.	Networking		45 Days
33.	AutoCAD		2 Month
34.	Internet		10 Days
35.	English and Hindi Shorthand		Per Month
36.	English and Hindi Typing		Per Month
38.	SSC/Clerk/ Bank P.O.		3 Month
39.	ICWA, CPT, IPCC		3 Month

Class	Subject	Charges	Duration
1st To 5th	All Subject		Per Month
6th To 8th	Hindi, English, Mathematics Social Science, History		Per Month
9th & 10th	Hindi, English, Mathematics Social Science, History		Per Month
11th & 12th	English, Mathematics, Business Studies Economics Pol Science, History Geography, Accounts		Per Month
11th & 12th	Physics, Chemistry, Biology		Per Month

**DANCE FORMS**

**Western Dance**  
 ★ Hip Hop  
 ★ Contemporary  
 ★ Semi-Classical  
 ★ Aerobic Exercise

**Bollywood Dance**  
 ★ Break Dance  
 ★ Salsa  
 ★ Freak-Out

**3 Days Classes**      **5 Days Classes**