IIET Courses

IIET have been conducting Computer Software & Hardware courses, Hotel Tourism Management Courses, Vocational Courses, Teaching Skill Development Courses, Beauty and Health Care Courses, Foreign Language courses and undertaking Government & Corporate training programs and projects.

IIET students are well settled in self- employment, majority of the students is in key position serving the industry and has gained good reputation and since grown in to a big training network with above 2000 devoted members working under common banner.

1. Diploma in Office Applications
2. Diploma in Computer Accounting Applications
3. Diploma in Desk Top Publishing
4. Diploma in Multimedia, Graphic and Animation
5. Diploma in Web Designing and Internet
6. Diploma in Hardware Maintenance
7. Diploma in Hardware and Networking
8. Diploma in Computer Applications
9. PG Diploma in Information Technology
10. Diploma in Computer Teacher Training
11. Diploma in Nursery Teacher Training
12. Diploma in Pre-Primary Teacher Training
13. Diploma in Professional Management
14. Modern Women Course
15. IIET Spoken English with BBC Audio Method
16. IIET Value Added Diploma Courses

Computer Education for all

Under this Program, iiet offers a novel curriculum, excellent study material in the form of highly illustrated book and on-line training facility over in English and local languages.

This high quality Computer Education for all programs has emerged as the only choice of millions of potential learners. It has also been adopted by several organizations through its appropriate Government resolutions to encourage its employees to become IT literate.

This Computer Education for all programs is being offered through over 500 networks of centers spread over the urban, semi urban and also the rural areas. The co-ordination of this network is done through a fully web-based management.

The total enrollment for this program has exceeded 50, 00,000 learners including students, teachers and employees of the Government of Andhra Pradesh in two years of operation.

Theory

- Information Technology
- Basic application software
- System software
- Input and output
- Communication and networks
- Internet, web and electronic commerce
- Specialized application software
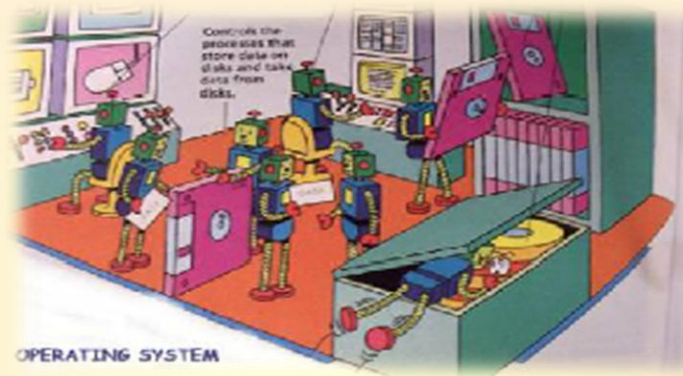- System unit
- Secondary storage
- Web Sites

Practical Skills

- All about Computers
- Word Processing
- Database Management system
- Presentation Graphics
- Making IT Work for you
- Windows Vista
- Spreadsheet
- Internet
- Personal Information Manager
- Software Tools for Hands On

1. Diploma in Office Applications (DOA)

Introduction:

MS-Office is one of the most commonly used program for all computer applications; either household or a small office or a small business enterprise.MS-Office is a suite of integrated applications having a Word Processor, an Electronic Spreadsheet, Presentation Software, Relational Database Management System and a Website creation tool.

Objectives:

- To maintain office Stationery/files
- To generate self and wage employment

Skills to be provided:

- Skills in handling various operating systems
- Maintenance of Office/Files

Employment opportunities:

- Data entry
- Office Maintenance
- DTP Work
- DTP Center
- Management Contracts
- Private Project works

Eligibility:

- Keen desire to learn information Technology
- Education Qualification 10th

Duration:

- 3 months daily 2 hours
- 50 hrs in one month

2. Diploma in Computer Accounting Applications (CDAA)

Introduction:

"Accounting" has become a specialized field of activity to suit the needs of the trading companies, industry and business world, special packages in accounting have been developed - a good knowledge and working skills in software have potential to generate employment.

Employment opportunities:
· Accountant
· Book Keeping
· Finance Consultancy
· Private Works for book keeping

Objectives:
· To prepare efficient Accountants
· To generate self employment in the field of Accountancy

Skills to be provided:
· Computerized Accounting
· Balance Sheet Maintenance

Syllabus:

IIET associated with Accounting Academies. Accounting software products offer ready-to-use, highly valuable solutions in the areas of:

Accounting,	Inventory,
Production, Budgeting,	Accounts Receivable & Payable
Taxes etc	Retail - POS,
Promo Schemes,	Customer Loyalty Programs etc
Payroll	Fixed Assets
Distribution - Stockiest	Sales & Distribution
Business Intelligence	Auto Dealers & Workshops
Restaurants	Multi-Branch Consolidation

The courses are modular like the software itself and help you cater to a wide range of students - from beginners seeking familiarity with accounting on computers to experts who wish to master the entire gamut of accounting.

3. Desk Top Publishing (DTP)

Introduction:

Desk-Top Publishing otherwise known as DTP has brought revolutionary changes in the publishing and design industry. It has given ordinary users the power to produce professional quality documents, enables a single person to perform all the tasks of design layout, typesetting, placements of graphic and printing the document. DTP software produces complex, multicolor, printer ready documents reducing the dependency and involvement of many people.

Objectives:
- To generate data processing experts
- To generate data entry operators
- To generate self and wage employment

Employment opportunities

- Data processing assistants in software companies
- Data processing In-charge
- Sales assistant in E-market
- Information service centres
- Establishing Data entry firms
- Establishing DTP centres

syllabus
1. Introduction (3 Theory 6 hrs. PRACTICAL)
2. DOS (3Theory, 9 hrs. PRACTICAL)
3. Windows (2 Theory, 9 hrs. PRACTICAL)
4. Ms-Office Microsoft Word (6 Theory, 18 Hrs. PRACTICAL)
5. Pagemaker (10 Theory, 30 Hrs. PRACTICAL)
6. Corel Draw (24 Theory, 72 Hrs. PRACTICAL)
7. Photoshop (20 Theory, 60 Hrs. PRACTICAL)
8. Any multilingual Software (4 Theory, 12 Hrs. PRACTICAL)

4. DIPLOMA IN MULTIMEDIA GRAPHICS (DMG)

Introduction:
In the business world, advertisement and publicity plays an important part in marketing their respective products. Computer Multimedia and graphics and animation breathe life in the publicity campaigns.

Objectives:

- To generate multimedia designers
- To generate self & wage employment

Skills to be provided:

- Skills in generating graphics and animation

Employment Opportunities:
- Designers in software companies, Animators Developers in Film
- Web designing centers Animation Pictures development centre.
- Website maintaining service Photography mixing Centres.

Duration : 6 months

Paper I : Multimedia
1. Introduction (3 Theory, 6 hrs. OJT)
2. DOS (3 Theory, 9 hrs. OJT)
3. Windows (2 Theory, 9 hrs. OJT)
4. Internet- **Internet Tools** (16 Theory, 48 hrs. OJT)
5. Corel Draw I (24 Theory, 72 hrs. OJT)
6. Photoshop (24 Theory, 72 hrs. OJT)

Module - II : Graphics & Animation
7. Adobe SOFTWARE (12 Theory, 24 hrs. OJT)
8. 3d Max 2-D & 3-D graphics (30 Theory, 84 hrs. OJT)
9. Flash (30 Theory,84 hrs. OJT)
10. Project (24 hrs. OJT)

5. DIPLOMA IN WEB DESIGNING (DWD)

Introduction:
Internet is a network of networks that connects computers, all over the world, which communicate with each other using the Internet Protocol. Web pages can be designed and Websites can be published in the Internet through which others can share the information. Lot of business activity takes place through Websites.

Objectives:
- To generate web designers
- To generate self and wage employment

Skills to be provided:
- Skills in handling various operating systems
- Skills in designing and hosting web sites
- Skills in generating graphics and animation

Employment opportunities:
- Web designers in software companies
- Web development
- Sales assistant in E-market
- Web designing centers
- Web maintenance centres

SYLLABUS
1. Introduction (3 Theory 6 PRACTICAL)
2. DOS (3 Theory, 9 PRACTICAL)
3. Windows (2 Theory, 9 PRACTICAL)
4. Internet concepts (10 Theory, 30 PRACTICAL)
5. HTML & DHTML (6 Theory, 18 PRACTICAL)
6. Java Script (4 Theory, 12 PRACTICAL)
7. Front Page (4 Theory, 8 Practical)
8. Photoshop (10 Theory, 30 PRACTICAL)
9. Adobe illustrator (6 Theory, 18 PRACTICAL)
10. 3d Max (16 Theory, 48 PRACTICAL)
11. Flash (8 Theory, 24 PRACTICAL)

6. DIPLOMA IN COMPUTER MAINTENANCE (DCM)

Introduction:
Now that computers are very widely used, and most of the younger generation being software bound there is growing need for hardware maintenance personnel. This course is meant for developing skills in hardwaremaintenance and system up gradation.

Skills to be provided:
- Skills in handling various operating systems
- Skills in system maintenance and hardware maintenance
- System up gradation

Syllabus:
1. Identifying computers and its components (2 Theory, 6 PRA)
2. Identifying different Mother Boards (2 Theory, 6 PRACTICAL)
3. Processors (1 Theory)
4. Assembling and dismantling (6 Theory, 18 PRACTICAL)
5. Different types of configuration and their usages (1 Theory, 3 PRACTICAL)
6. Hardware related DOS Commands (1 Theory, 3 PRACTICAL)
7. BIOS Settings   8. CMOS, HDD Jumper Settings (1 Theory, 3 PRACTICAL)
9. Hard disk partitioning, booting, loading, (10 Theory, 30 PRACTICAL)
10. Loading & running Windows 98 family (4 Theory, 12 PRACTICAL)
11. Loading Windows NT Server family (6 Theory, 18 PRACTICAL))
12. Loading Drivers (4 Theory, 12 PRACTICAL)
13. VJ Card, NIC Card - Trouble Shooting (2 Theory, 6 PRACTICAL)
14. CD Rom - Trouble Shooting (2 Theory, 6 PRACTICAL)
15. Sound Card, Modem - Trouble Shooting (2 Theory, 6 PRACTICAL)
16. Scanners, Printer-Installing, Trouble Shooting (4 Theory, 12 PRACTICAL)
17. Anti Virus, Dial up Networking (2 Theory, 6 PRACTICAL)
18. Fundamentals of LAN (5 Theory, 10 PRACTICAL)
19. Configuring a system user specifications (17 Theory, 20 PRACTICAL)
20. Trouble shooting
    - a. Mother board   b. Monitor
    - c. Key board, mouse, Floppy drive & other accessories   d. SMPS

7. DIPLOMA IN HARDWARE TECHNOLOGY (DHT)

Introduction:
This course is meant for developing skills in system assembling, maintenance and repair. All necessary basics in electricity, electronics, and circuitry have been incorporated in the course to give the students a comprehensive knowledge and develop working skills in hardware technology.

Skills to be provided:
- Skills in handling various operating systems
- Skills in system maintenance and hardware maintenance
- System up gradation

8. Diploma in Computer Applications (DCA)

Introduction:
Since a decade, computers have made lasting impression on human civilization. We have come to a stage wherein we cannot imagine living without computers. They are extensively used in every walk of life such as households, offices, business, post offices, banks, bus & train reservations, insurance companies, hospitals, and educational institutions, processing of results.

Objectives:
- To develop professional competence in the use of computers
- To generate self and wage employment
- To make aware of existing /changing /emerging needs of the society.

Skills to be provided:
- Skills in handling various operating systems
- Skills in programming and system maintenance
- Data processing skills

Employment opportunities:
- Programmers in software companies
- Processing In-charges
- Sales assistant in E-market
- Information service centres
- Establishing DTP centres
- Software development centres

Syllabus:
1. Introduction, (6 hrs OJT)
2. DOS (9 hrs. OJT)
3. Windows (2 Theory 9 hours OJT)
4. Ms-Office (Theory OJT)
5. C Language (20 Hrs. Theory, 72 Hrs. Practical)
6. Object oriented features of C++ (20Hrs. Theory, 72 Hrs. Practical)
7. Project live project in any reputed organization (24 hrs. OJT)

9. PG Diploma in Computer Applications (PGDCA)

Introduction:

In the modern world, information is power. Acquiring information, storing, updating, processing, sharing, distributing etc. are essentials of Information Technology. With the great speed of accessing, storing, reproducing, processing, computers have become a tool-incomparable.

Skills to be provided:

- Skills in handling operating systems
- Electronic Data processing skills
- Internet browsing skills
- Skills in programming & Project development

Syllabus:

Module I: Computer Fundamentals and Electronic Data Processing
1. Introduction to computers (4 Hours Theory)
2. Classification and overview of computers (4 Hrs. Theory, 6 Hrs. Practical)
3. Programming and software (8 Hrs. Theory)
4. Operating system concepts (8 Hrs. Theory, 24 Hrs. Practical)
5. Internet concepts (16 Hrs. Theory, 48 Hrs. Practical)
6. MS Office (32 Hrs. Theory, 138 Hrs. Practical)

Module: II Programming Skills
1. C Language (20 Hrs. Theory, 72 Hrs. Practical)
2. Object oriented features of C++ (20Hrs. Theory, 72 Hrs. Practical)
3. Data Structures using C++ (20 Hrs. Theory, 72 Hrs. Practical)
4. Software development techniques (12 Theory)

Module III: Tools for Web Programming & Project
1. Fundamentals of VB (24 Hrs. Theory, 66 Hrs. Practical)
2. RDBMS (24 Hrs. Theory, 42 Hrs. Practical)
3. ASP (24 Hrs. Theory, 66 Hrs. Practical)
4. Project work (42 Hrs Lab)

10. DCTT / 11. DNTT / 12. DPPTT

INTRODUCTION:

Early childhood education is a program, which provides a stimulating play environment for Physical, Intellectual, Language, Social and emotional development of the child. It prepares children for the primary and it focuses on the holistic development of the child. It lays the foundation for the development of reading, writing and number work. It is a program which encourages interaction with the environment, active participation in group activities and enhances creativity and problem solving in children.

OBJECTIVES
 To train the students in organizing and management of pre-schools.
 To impart knowledge and skills in planning implementation
 To Train the students in organizing parent education programs
 To Train the students to set put pre-schools under self employment schemes.

SKILLS TO BE PROVIDED
 Planning the pre-school program.   Planning long & term preschool programs
 Organizing developmental activities   Preparation of teach & educational materials
 Maintenance of records and registers Conducting P.T.A. meetings

EMPLOYMENT OPPORTUNITIES
As pre-school Teacher   As Balwadi, Teachers.
Lab attendees in Home Science College Anganwadi Teachers

10. Diploma in COMPUTER TEACHER TRAINING (DCTT)

Information Technology	Operating System	MS Office
E-Mail & Internet Technologies	Organization & Administration	Child Psychology
C++	Visual Basic	Oracle
Methods of Teaching	Personality Development	Practical / Lesson Plan

11. Diploma in NURSERY TEACHER TRAINING (DNTT)

Theory Papers

Child Psychology	Child care & Health	Sociology & Guidance
School Organization	Principles of Education	Educational Psychology
Modern Methods of Teaching	Method of Teaching Topic	

Practical Papers

Lesson Planning & Teaching	Arts & Craft	Arts File & Plan Book
Preparation of Teaching Aids	Rhymes, Action Songs,	Speech, Story
Viva	Internal Marks	

12. Diploma in PRE-PRIMARY TEACHER TRAINING (DPPTT)

About Pre-Primary Education	Child Psychology and Development
Child Health Care	Pre School Administration and Management
Teaching Methods and Materials	Computerization in Schools
Skills and Personality Development1	Use of Tools in Education
Use of Charts in Education	Preparation of Tools and Charts
Hands on Experience in Schools	Practical

13. Diploma in Professional Management (DPM)

Offering 100% Placement Training to do Professional Job
(For Manager/Marketing Executive/ Sales Executive/Agency)

Personality Development
Computer Skills
Business Deals
Live Projects
Spoken English
Group Discussions
Communication Skills
Project work

Duration: 90 days - Daily 6 hours
Eligibility: Training for Jobs

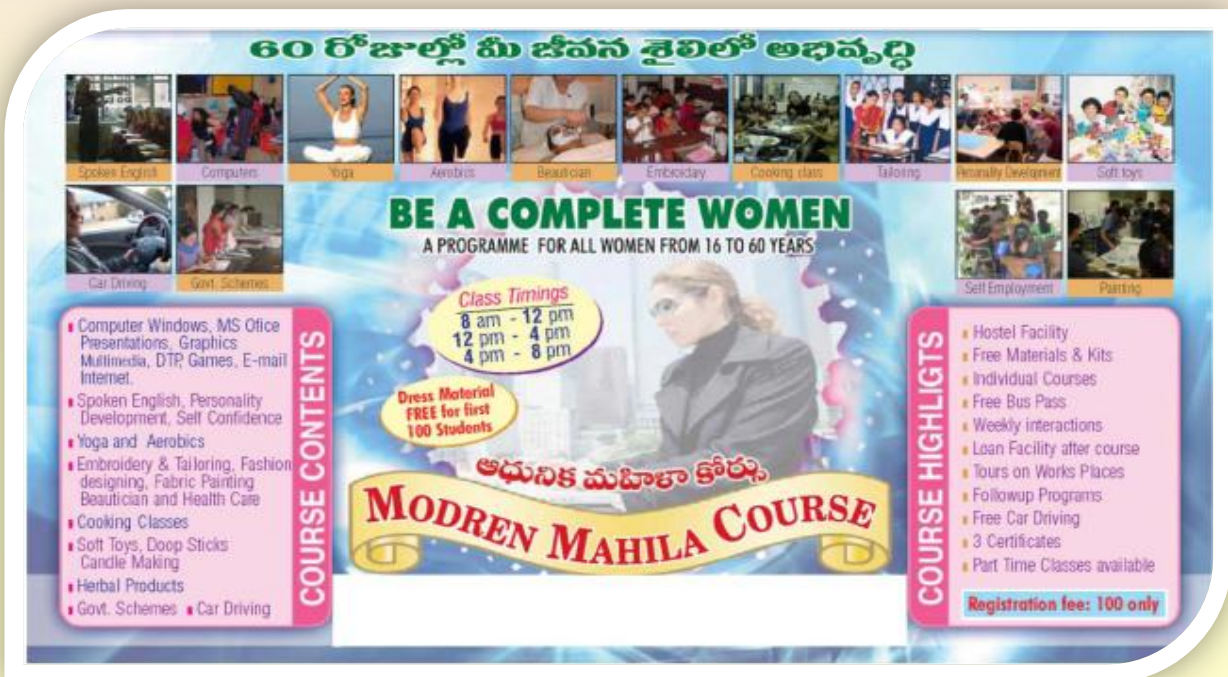**SSC:** Supervisor/Marketing Exe/ Sales
Inter: Asst. Manager/Supervisor/ Marketing Exe
Degree: Manager

Note: This Course is in selected Centres only

14. Modern Women Course (MWC)

Women constitute about 48% of the total population of the country but, in employment market, out of the 332 million employed populations, women are only about 88 million. Even of this, only 4.5 million women are in organized sector while remaining 83.5 are in unorganized sector. Looking at the situation of women,

IIET has designed and launched the MODERN MAHILA COURSE attempts to promote the women employment in industry as skilled workers by increasing their participation in skill training facilities

Objectives of the Course
- Long-term policies for women training to get employability
- Increasing women's participation in economic & social development
- Promoting participation of women in apprenticeship training
- Identification of vocational skill training areas
- Co-ordination of the women's vocational training in the country
- sensitizing social environment through publicity campaigns

Course Contents
- Computer Windows, MS Office, Presentations, Graphics, DTP, E-mail
- Spoken English, Personality Development, Self Confidence
- Yoga and Aerobics
- Embroidery, Tailoring, Fabric Painting
- Beautician & Health Care
- Cooking Classes
- Soft Toys, Doop Sticks, Candle Making
- Self employment and Government Schemes
- Car Driving

15.IIET Spoken English with *BBC* Method

Why to learn English Language?
- To mould their career in abroad
- To learn different cultures of the world
- To gain new technologies available in other countries
- To get more employment opportunity

Course Highlights
- Classes will be handled by expert delegates
- Exercises improve your accent & pronunciation
- Exercises allow to practice what you have to learnt
- Certificates carry high marks at foreign embassies

Offering the international integrated and Comprehensive language courses to gain mastery over Spoken English in BBC Audio method in interested and easy way . . . .

16. IIET Value Added Diploma Courses

In accordance with National Education Policy (1986) of Govt. of India, IIET aims to propagate and develop Higher education in the field of Technology obtaining in India in particular by providing job-oriented and Technical education to such of the students who are too busy in their daily schedules unable to attend regular classes/studies or unable to appear for the examinations conducted by the Statutory Boards/Universities and do not aspire for any Certificate/Diploma/Degree of statutory Board /University but to posses experience, skills for usage in daily life and at their place of work.

A series of career courses specially designed for various academic levels of the people. Join in one sitting any Diploma in Civil, Mechanical, Electrical, Electronics, Computer Science, Hotel management, Business Management, Hardware Networking for discontinued/experienced Students.

1. **Diploma in Information Technology** **DIT**
2. **Diploma in Computer Science** **DCS**
3. **Diploma in Computer Hardware Networking Technology** **DCHT**
4. **Diploma in Civil Technology** **DCET**
5. **Diploma in Architectural Technology** **DArchET**
6. **Diploma in Mechanical Technology** **DMET**
7. **Diploma in Electronics & Communication Technology** **DC&ET**
8. **Diploma in Electrical & Electronics Technology** **DEEET**
9. **Diploma in Automobile Technology** **DAutoET**
10. **Diploma in Business Management** **DBM**
11. **Master Diploma in Business Administration (6 Specializations)** **MBA**
12. **Diploma in Hotel Management & Catering Technology** **DHM&CT**

Iiet Certificates can be Attestation by **Manthrlaya (Secretariat), Home department** of Mumbai, **Ministry of External Affairs (MEA), Apostille, Govt of India** and Abroad **Ministry of Foreign Affairs** embassies of **UAE** (Abu Dhabi, Ajman, Dubai, Fujairah, Ras al-Khaimah, Sharjah, and Umm al-Quwain),**Qatar, Kuwait, Oman, Bahrain** etc.

1. Notary + Manthralaya + MEA
2. SDM + Apostille
3. Notary + Manthralaya + MEA + Apostle
4. Notary + Manthralaya + MEA + UAE
5. Notary + Manthralaya + MEA + Qatar (Document + Mark List)
6. Notary + Manthralaya + MEA + KUWAIT

The certificates awarded by iiet to the students on completion of the education and training programs will make them eligible to apply to any Institution/company/abroad.

All placement Consultancies give assistantship and guidance in obtaining employment or higher opportunities in private sectors.

IIET provide Online and Third party STUDENT verifications as well as stamping guidance.

Iiet past students are enjoying various positions in various fields of their choice in and around the country.

Safety Courses

IIET has taken the enterprising step to reach over the youth of the country offering them a career opportunity which if grasped has the potential to change their life for the better within a year of enrollment of

Safety in Fire	Safety in Industrial	Safety in Electrical
Safety in Health	Safety in Construction	Safety in Engineering

IIET is offering professional Diplomas with Technical excellence hence it is very easy to get jobs like - Safety officers, Safety Engineers, Safety Inspectors, Fire Officers, Fire Engineers, Alarm Technicians etc. Fire Engineering and Industrial Safety as a career option is fast catching up with the students in India..

Certificate/Diploma/PG Diploma in
1. Fire and Safety Engineering Technology
2. Industrial Safety Engineering Technology
3. Health & Safety Environment

Demand & Scope
For today's college going generation, Fire & Safety Engineering presents an opportunity where there is very demand from industries both in India & Gulf, where job options are tremendous.

Scope for a Career in Industrial Safety Management Abroad:
After completing Courses, one can work as a plant safety manager, safety coordinator, fire protection manager in countries like UAE, Afghanistan, UK, Russia, Oman with companies like TFL International, British Petroleum, Shell Ormco Corporation, Petrofac., Technip, Omni Oil etc

- Safety Inspector
- Safety Engineer
- Safety Officer
- Safety Supervisor / Steward
- Health Assistant
- Environmental Engg.
- Fire Supervisor
- Fire Men
- HSE Engineer
- Safety Assistant
- Fire Protection Technician