



Examination & Certification Authority for M.S.  
**Government Polytechnic Nashik**  
An Autonomous Institute of Govt. of Maharashtra.  
महाराष्ट्र शासनाची स्वायत्त संस्था

In Association With NIITAPS



निटॅप्स-NIITAPS

*..come n' join for a big career leap...!*



Sr. No.



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in association with



**National Institute of Information Technology  
and Professional Studies ( NIITPS )**

**Courses Through Distance Education**

**PROSPECTUS**

Price : Rs.100/-

(By post) Rs.140/-

Corporate Off. : 27, Asiatic Arcade, Vartak Nagar,  
Thane (West). Pin : 400 606. Maharashtra. Tel. : 022 - 65129330, 25853133.  
Website : [www.niitaps.com](http://www.niitaps.com), Email : [info@niitaps.com](mailto:info@niitaps.com), [niitaps@gmail.com](mailto:niitaps@gmail.com)

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Office Timings -10.00 am to 6.00 pm ( Except Public Holidays and Sundays )

## Preface



### **Government Polytechnic Nashik (GPN)**

An Autonomous Institute of Government of Maharashtra

Government Polytechnic Nashik is an autonomous institute of Government of Maharashtra. It was established in the year 1980. The academic autonomy was awarded to this institute in 1995 to improve the quality of technical education.

The institute develops curriculum of all the programs with major involvement of industrial experts through various committees such as PBOS (Program wise Board Of Studies), GBOS (General Board Of Studies) and GB (Governing Body), evaluates the students by a well established examination cell.

GPN & NIITAPS have principally agreed for deployment of IT/Non IT/Technical Educational program through the franchisee network of NIITAPS. GPN will conduct Exam and provide certification to successful candidates for all IT / Non IT / Technical Educational Program as mentioned on NIITAPS' website [www.niitaps.com](http://www.niitaps.com)



### **National Institute of Information Technology and Professional Studies (NIITAPS)**

The National Institute of information technology and professional studies (NIITAPS) is a registered autonomous body with the sole purpose of promoting technical and professional education in our country. The NIITAPS has been playing a very important role in the field of technical / vocational & professional education for the past more than 5 years by promoting technical education amongst the masses without any commercial ambitions. NIITAPS is a technology-driven, professionally managed & well diversified complete IT Institution with ISO: 9001:2000 Certification. NIITAPS is working as a Training Partner for GKS (Gujarat Knowledge Society) a Gujarat Government initiative and also working as a Programme Support Agency (MF) for RKCL (Rajasthan Knowledge Corporation Limited) a Rajasthan Government formed company.

NIITAPS is having around 700 + Centres in all over India and are engaged in Computer and all kind of vocational Education (i.e. Beauty parlour, fashion designing, Hotel & catering management, Digital photography, Travel & Tourism...etc). Also are in Training for Software and Web Development, Business Process Outsourcing (BPO). Steady growth of industrial and technical developments in the past period the need for technically qualified personnel increased but the facilities for training remained limited. A few technical training institutes were set up for training students without uniform standard syllabi in various trades but NIITAPS took the lead in framing common syllabi for examinations in the various faculties and started conducting examinations on All India basis. NIITAPS however, are the pioneer organization in conducting standard Examinations and books for students in technical subjects.

#### **Objectives of NIITAPS**

- To achieve a status of premier educational technological Institute.
- To achieve academic excellence through own channelized pattern of teaching learning process.
- To develop the art research and consultancy cell to render services to the industries.
- To organize Institutions in different parts of India and abroad of affiliate existing ones for the purpose of imparting Professional Education and holding Examinations in accordance with standards and Rules & Regulations laid down by the committee.
- To enhance industry - institute interaction to provide practical industrial exposure to the students and up gradation of the faculty knowledge about advance trends.
- To hold Examination in various Technical subjects and award Certificates and Diplomas and take all necessary action in this connection.
- To establish and maintain a library and a Research laboratory properly equipped for the purpose of Technical and professional education and Research.
- To introduce an innovative non formal system of higher education suited to the needs of society.

Generally to do all acts, things and deeds that is incidental or conducive to the attainment of the aims and objects of the Board.



# Preface



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We are a technology-driven, professionally managed & well diversified complete IT Institution.

We are ISO: 9001:2000 Certified Institution.

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- To establish and maintain a library and a Research laboratory properly equipped for the purpose of Technical and professional education and Research.
- To maintain a Magazine or any other periodical or to publish books in furtherance of the object of the Board. Generally to do all acts, things and deeds that are incidental or conducive to the attainment of the aims and objects of the Board.

**General Instructions :**

As you have enrolled for distance training programme (DTP) you should inculcate the habit of learning things by making use of "self learning Material" as well as another relevant material...

This prospectus contains the admission form and brief information about all the programs on offer. With your enrollment you will get the detail syllabus from the Department/Study centre.

It is essential that each student must read carefully all the rules and confirm the fee structure before filling the admission form.

As a student under the mode of Distance training the faculty of Distance education wishes you a bright future.

**Admission Procedure :**

The candidate can collect prospectus either from the NIITAPS' Administrative office by hand or by post / at the study centres of the NIITAPS by paying the prescribed fee.

The candidate to be admitted for any courses from GPN/NIITAPS through Distance Training Programme course should purchase its Admission Form.

Student can take admission at any Authorize Institution of NIITAPS (List is enclosed with the Form or u can view on website)

Last date of admission is published in the news paper or u can see on website [www.niitaps.com](http://www.niitaps.com)

**"Do"es :**

- Fill up form properly and in good handwriting.
- Paste your recent photograph on admission form
- Enclose following document with form:-
- True copy of school leaving certificate
- True copy of Mark sheet of 10th or last examination passed
- Any one Photo ID (driving license/Voting card/College ID/Pan Card etc.)
- Draw the Demand draft in the name of "NIITAPS" payable in Mumbai (Mention your name and address on backside of DD).
- Demand draft only of nationalized banks is accepted

**Don't :**

- Do not attach the original copy of any document.
- Do not send the fees by cheque, money order or cash.
- Do not approach any outside person / Unauthorized Institution for seeking admission to any program.
- Do not pay extra fees than prescribed in the prospectus.

**Evaluation :****Mode of Evaluation**

Evaluation of mode is generally done in two parts i.e internal and External. (Some programmes /courses may not have internal assessment)

**Internal Assessment**

This assessment is done on the Training centre level. According to the nature of programme/ course it may consist of theory, practical, term work, seminar, project work, Industrial training and so on. These assignments either to be completed at home or to be done in class as tutorials. The NIITAPS board, in its academic calendar, provides schedule for internal work.

**External Assessment**

Course having online examination pattern, examination is held at the end of respective course duration in the month of Feb, Apr, June, Aug, Oct, Dec every Year.

**Examination Centre**

Every Year NIITAPS has right to finalize the examination centres / venues. Information of this is given well in advance.

**Result / Examination**

Result of the GPN / NIITAPS examination will be declared immediate after the exam and student will get online provisional certificate. Main certificate will be processed within 45 days after the successful exam of particular course / Programme.

**ReExam**

Absent /Fail Students can appear for the examination by paying Re exam fee.

**Grading System**

75% and above 'A+' Grade  
>=60% and <75% 'A' Grade  
>=50% and <60% 'B' Grade  
>=40% and <50% 'C' Grade

**Study Material**

Course/Program study material has developed self learning material and will be given FREE of cost to registered candidate.

**Website of NIITAPS**

All information regarding the available programs / courses are displayed on [www.niitaps.com](http://www.niitaps.com)

Validity of admission

Admission confirmed is valid for the period of 1 Year

**Simultaneous Registration**

Students may take simultaneous registration in any other programme provided it does not clash with their initial study. NIITAPS / GPN shall not responsible to conduct examination for such students in case the dates of examination of a course overlap.

**Refund of Fee**

No request of Refund of fee will be considered in any circumstances.

**Disputes on Admission & other matter**

The place of jurisdiction for filling of a suit if necessary will be only at registered office.

# COURSES

Sr. No.	Name of Programs	Page no
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2	Software Engineering (SE)	2
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24	e-Vidya (MS-Office)	12
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Duration : 12 Months (1 Year)

Eligibility : 10 + 2

Fee : In Distance Education Program Rs. 3600/- and In Study Centre Rs. 14000/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / Any Regional Language**

### OVERVIEW

CTTC is a prime training initiative under the National Institute of Information Technology and professional Studies (NIITAPS) – in association with Government Polytechnic Nashik (GPN) an Autonomous Institute of Government of Maharashtra. CTTC is run in selected high quality authorized training centers (ATC's) of NIITAPS, the ATC's of NIITAPS have expert and experienced faculty members. They groom the students to emerge as competent IT teachers. The course aims to provide systematic and scientific training in IT as well as teaching skills.

### Advantages of CTTC :

- Unique and effective combination of IT and academic training.
- Dual career opportunity after completion, self employment or job opportunities.
- Recognized and Authorized Training centers of NIITAPS which is promoted by Government of Maharashtra.
- Learn in preferred language - English or Marathi.
- Up-to-date syllabus based on latest computer technologies and software versions.
- A perfect balance of practical and theory of each technology.
- Course material, assignments, workbooks and projects.
- Additional module on Entrepreneurial and Personality development.
- Start computer institute.
- Practical training session in Association with schools or any suitable educational / technical training institute as approved by NIITAPS.

### CTTC SYLLABUS

#### CTTC consists of following modules:

- Modules on various Computer Technologies
- Module on Teaching Skills
- Module on Entrepreneurship Development

Computer Fundamentals, Windows Operating System, MS-Office, Word / Excel / Power Point / MS- Access, Internet Fundamentals, Assignments, What is DTP, Computer Fundamentals, Windows, DTP Package Overview, PageMaker, CorelDraw, Photoshop, Image Importing, Editing, Designing, Scanning, Printing Techniques, Web Camera, Assignments Accounts Basic, Inventory & Payroll Accounting, Accounting Package – Tally 7.2 & 9. Vat, TDS, Service Tax, CST, FBT, Other taxes, Assignments, Introduction to C, Programming History and Introduction, Arrays and Strings, Functions, Macros, Intro. To Pointers, Structures, Union, Files in 'C', Graphics, Program Examples, Project Work, Introduction to C++, OOPS Concept and it's features, Arrays and Pointers, Classes and Objects, Functions, Templates, Stream Classes, File Handling, Graphics, Program Examples, Project Work, Assignments Introduction to Visual Basic, Programming Fundamentals, Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments, Introduction to Visual Basic, Programming Fundamentals, Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments, CD writing, LAN Accessing, Printing and Scanning Techniques, Internet Browsing /Surfing, E-mail, Uploading and downloading, Seminar, Project work, assignments, Field work or any other General skills (i.e. Personality Development or Communication Skill, Entrepreneurship development Program etc) Group Discussions, Hands on Teaching experience etc. The students are also given an opportunity to design independent projects based on the acquired skills.

### JOB AND EMPLOYMENT OPPORTUNITIES WITH CTTC

As Teacher in preschool, primary, secondary High school, Office In charge, Office Head, Center Head, CEO, DTP Operator, Accountant Officer, System Analyst, Basic Programmer, Lab Assistant, Computer Designer, Computer Maintenance, Windows Programmer

### HISTORICAL EARNINGS INFORMATION

Salaries for CTTC range from Rs. 10,000 to Rs. 25,000



## Software Engineering (SE)

Duration : 12 Months (1 Year)

Eligibility : 10 + 2

Fee : Rs. 10800/-

Medium : In Distance Education Program Rs. 3600/- and In Study Centre Rs. 10800/-

**Language for Instruction : Marathi /Hindi / English / any regional language**

### **COMPUTER SOFTWARE ENGINEERING CAREER AND JOB HIGHLIGHTS :**

- Over the next decade, computer software engineering is expected to grow rapidly
- The most highly qualified job seekers will have a bachelor's degree and related work experience
- Greater skills will be required of engineers as computer technology becomes more advanced

### **COMPUTER SOFTWARE ENGINEERING CAREER OVERVIEW :**

The world has felt the explosive impact of computers and the IT industry in its very core and the increasing need for computers in the daily life of people has made it imperative that new designs and new computer software systems be developed so that advancing technology can be applied in a growing range of applications. The work assigned to people who are called computer software engineers evolves very fast, which reflects the changes in technology as well as the increase of new specializations which keep cropping up in this field along with the preferences and practices of employers. The principles and knowledge of computer science, engineering, and mathematical analysis are employed by computer software engineers for designing, developing, testing, and evaluating the software and the systems that computers use to carry out various applications.

### **COMPUTER APPLICATIONS SOFTWARE ENGINEERS :**

Computer applications software engineers are engaged in analyzing user needs as well as designing, constructing, and maintaining computer applications software and specialized utility programs. Various programming languages are used by these engineers, which are chosen regarding the required purpose for which a computer program would be used. C and C++ are the programming languages that are most commonly while Java, with Fortran and COBOL are used less extensively. Either packaged systems and software systems or specific customized applications are designed and developed by software engineers.

### **COMPUTER SYSTEMS SOFTWARE ENGINEERS :**

Computer systems software engineers are involved in coordinating the construction of the computer systems of an organization, maintaining them and planning their future growth. They work with a particular company and coordinate the needs and demands of the computer needs of every department by ordering, inventory, billing, and payroll record keeping. Suggestions are also made about a computer systems' technical direction. A company's intranet (the network which links computers inside a organization and ease communication among the various departments) is also constructed by these engineers.

### **SYLLABUS :**

Introduction to C Programming History and Introduction, Arrays and Strings, Functions, Macros, Intro. To Pointers, Structures, Union, Files in 'C', Graphics, Program Examples, Project Work, Introduction to C++, OOPS Concept and it's features, Arrays and Pointers, Classes and Objects, Functions, Templates, Stream Classes, File Handling, Graphics, Program Examples, Project Work, Assignments Introduction to Visual Basic, Programming Fundamentals, Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments, Object Oriented Programming Concept, Introduction to Java, Java Classes and Objects, Exception Handling and Multithreading, I/O Package, Java Networking Package, Java Utils Package, Java AWT, JDBC, Assignments & Project Work Introduction to the Oracle Server, Database Structure and Space Management, Memory Structure and Consistency, Data Concurrency and Consistency, Distributed processing and Shutdown Operations, Database Security, Database Backup and Recovery, Object Relational Model for Database Management , Data Access.

**Useful in :** Aptitude Exam, DAC EXAM, MCM, MCA BCS, BCA, Entrance Exam, System analyst, Programmer, Developer, Software Engineer.

### **COMPUTER SOFTWARE ENGINEERING JOB AND EMPLOYMENT OPPORTUNITIES :**

Computer software engineers are projected to be one of the fastest growing occupations from 2002 to 2020. Demand for computer software engineers will increase as computer networking continues to grow. For example, the expanding integration of Internet technologies and the explosive growth in electronic commerce—doing business on the Internet—have resulted in rising demand for computer software engineers who can develop Internet, intranet, and World Wide Web applications. Likewise, expanding electronic data-processing systems in business, telecommunications, government, and other settings continue to become more sophisticated and complex. Growing numbers of systems software engineers will be needed to implement, safeguard, and update systems and resolve problems. Consulting opportunities for computer software engineers also should continue to grow as businesses seek help to manage, upgrade, and customize their increasingly complex computer systems.

### **HISTORICAL EARNINGS INFORMATION :**

Salaries for computer Software Engineers range from Rs. 25,000 to Rs. 50,000.



## Computer Graphic Designer (CGD)

Duration : 12 Months (1 Year)

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 3600/-  
and In Study Centre Rs. 10800/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / Any Regional Language**

### PCGD COURSE DESCRIPTION :

Graphic designers—or graphic artists—plan, analyze, and create visual solutions to communications problems. They find the most effective way to get messages across in print and electronic media using color, type, illustration, photography, animation, and various print and layout techniques. Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays, packaging, and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems—called environmental graphics—for business and government. An increasing number of graphic designers also develop material for Internet Web pages, interactive media, and multimedia projects. Graphic designers also may produce the credits that appear before and after television programs and movies.

### PCGD SYLLABUS :

Computer Fundamentals, Windows Operating System, MS-Office, Word / Excel / Power Point / MS- Access, Internet Fundamentals, What is DTP, Computer Fundamentals, Windows, DTP Package Overview, PageMaker, CorelDraw, Photoshop, Image Importing, Editing, Designing, Scanning, Printing Techniques, Web Camera, Assignments, Assignments Web Concepts, E-Commerce Fundamentals, Web Servers, Website, Web Browsers, (Explorer, Overview of Netscape) HTML / DHTML, Front Page, Graphics and Animation (Flash), Java Script, Project and Assignments.

### PCGD JOB AND EMPLOYMENT OPPORTUNITIES :

Graphic designers, Artworkers, , Editor, Photo mixing in photo studio, Cable TV Advertisement Operator, News channel advertisement maker, Slide show maker.

### HISTORICAL EARNINGS INFORMATION :

Salaries for PCGD range from Rs. 20,000 to Rs. 45,000

## Professional Computer Programmer (PCP)

Duration : 12 Months (1 Year)

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 3600/-  
and In Study Centre Rs. 10800/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / Any Regional Language**

### OVERVIEW :

Computer programmers develop the instructions and languages computers use to operate. They also resolve computer problems and logical tests within the system. The roles of programmers and programs have evolved with technical advancements in language and computing. The responsibilities and backgrounds of engineers vary depending on the company or agency. Programmers take the designs of software engineers and turn them into functional computer instructions that make up a program. This process includes using technical language codes that vary according to the program's use. Many different languages are used, including those that are platform-specific for databases. Many programmers know more than a single language and they are identified according to the type of function or language they do know.

### SYLLABUS :

Introduction to Visual Basic, Programming Fundamentals, Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments Object Oriented Programming Concept, Introduction to Java, Java Classes and Objects, Exception Handling and Multithreading, I/O Package, Java Networking Package, Java Utilis Package, Java AWT, JDBC, Assignments & Project Work, Introduction to the Oracle Server, Database Structure and Space Management, Memory Structure and Consistency, Data Concurrency and Consistency, Distributed processing and Shutdown Operations, Database Security, Database Backup and Recovery, Object Relational Model for Database Management , Data Access.

### COMPUTER PROGRAMMER JOB AND EMPLOYMENT OPPORTUNITIES :

Programming job increase is projected to grow at an equal rate with other jobs over the next decade. Experts predict that computer sectors in which design and software services are related will be among the most rapid growing sectors during this time period. Programmers will grow in demand, as evolving technologies require companies to adapt to new language and computer systems. Moreover, job turnover will create more openings for programming applicants.

**Job opportunities:** AS system analyst, programmer, system developer, web developer, web host, web author, Data controller, System memory manager

### HISTORICAL EARNINGS INFORMATION :

Salaries for PCGD range from Rs. 25,000 to Rs. 50,000



## Advance course in Hardware & Network engineering (AHNE)

Duration	: 12 Months
Eligibility	: 10th or GPN/NIITAPS CHNE completed
Fee	: In Distance Education Program Rs. 3600/- and In Study Centre Rs. 10800/-
Medium	: English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### OVERVIEW :

A personal computer is made up of multiple physical components of computer hardware, upon which can be installed an operating system and a multitude of software to perform the operator's desired functions. Computer networking is the engineering discipline concerned with the communication between computer systems or devices. A computer network is any set of computers or devices connected to each other with the ability to exchange data.

### SYLLABUS :

Fundamentals Data & Information, Computer Architecture, CPU & Memory Organization, History of Computer, Generation of Computer, I/O Devices, Number System, Logic Gates, LAN System. Operating System ,Internet & HTML, Introduction All internal devices Mother Board, MB Types, Expansion Slots, Processor, Memory, Hard Disk, CD-R,RW, DVD-RW. SMPS. Introduction of Expansion Card, Assembling of Personal Computer. Installation of O/S and Application Software. Complete introduction & Troubleshooting Monitor, LCD, Keyboard, Mouse, UPS. Introduction to Networking Components. Diagnostic Tools of Internet & Networking.

### JOB AND EMPLOYMENT OPPORTUNITIES :

Hardware Engineer, Hardware Networking Engineer, Network Engineer, Network Administrator, System Engineer, System Administrator, Linux Administrator, Telecom Engineer. Senior Computer Lab Assistant in any School / College / Banks / Patasanstha , Hardware maintenance / Network Engineer in Govt. / Private firm, Self Employer as Hardware & Network Engineer, LAN Operator, Internet Maintenance, Server Engineer.

### HISTORICAL EARNINGS INFORMATION :

Starting salary for fresher is about Rs 10,000 to Rs 12,000. With some valuable experience one can reach up to 30,000 – 35,000 per month.

## Web Designing (WD)

Duration	: 6 Months	Fee	: In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-
Eligibility	: 10 + 2	Medium	: English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### OVERVIEW :

Web design is the skill of creating presentations of content (usually hypertext or hypermedia) that is delivered to an end-user through the World Wide Web, by way of a Web browser or other Web-enabled software like Internet television clients, micro blogging clients and RSS readers. Web design is used as a general term to describe any of the various tasks involved in creating a web page. More specifically, it refers to jobs focused on building the front-end of a web page.

### CARRIER IN WEB DESIGNING :

Web designing is an integral and significant part of IT industry. Today, it is a promising career option. Web services are applied in industries, business, education and public sector. Web design services include Need analysis, Solution designing, Web content writing, web content planning, Product photography, Graphic designing, Designing Flash, HTML coding and Java scripting. Careers in web designing can be the right option for those having a flair for creativity

### SYLLABUS :

Web Concepts, E-Commerce Fundamentals, Web Servers, Website, Web Browsers(Explorer, Overview of Netscape) , HTML / DHTML, Front Page, Graphics and Animation (Flash),Java Script, Project and Assignments.

### WEB DESIGNER JOB AND EMPLOYMENT OPPORTUNITIES :

With booming IT industry, web designing has a wide scope in India. Most of the companies wishing to create their own web sites look for skilled and qualified web designers. A web designer can be absorbed in different fields such as advertising agencies, publishing, audio-visual media, design studios, printers and typesetters, manufacturers and department stores, marketing firms, exhibits and displays and educational institutes and libraries. The growth is dependent on experience and creativity. All the Software industries require well-qualified web designers to lead the industry at the top rank.

### HISTORICAL EARNINGS INFORMATION :

Web Designing is a remunerative career option. Starting salary for freshers is about Rs 10,000 to Rs 12,000. With some valuable experience one can reach up to 30,000 – 35,000 per month. Those with experience and capital can start their own web designing company. Their earning depends upon the number and nature of clients they served.



## Computer Hardware & Network Engineering (CHNE)

Duration : 6 Months  
Eligibility : 10th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus :** Basic of Electronics, Study of Computer Part and Peripheral Devices, Internal Parts of a Computers and PC Assembly, Installation of Operating System, Diagnosis and Troubleshooting of Computer hardware & Printers, Advance OS Tools, Networking Overview and Internet, Install and Configure MICRISOFT Mail Client, Prepare the documentation of Hardware and Network Activities.

**Job and Employment Opportunities :**

Computer Lab Assistant in any School / College / Banks / Patasanstha , Hardware maintenance / Network Engineer in Govt. / Private firm, Self Employable as Hardware Engineer.

**HISTORICAL EARNINGS INFORMATION :**

Starting salary for fresher is about Rs 7,000 to Rs 10,000. With some valuable experience one can reach up to 15,000 per month

## Office Proficiency & Accountancy (OPA)

Duration : 6 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**SYLLABUS :**

Computer Fundamentals, Windows Operating System, MS-Office, Word / Excel / Power Point / Accounts Basic, Inventory & Payroll Accounting, Accounting Package – Tally 7.2 & 9.0 Vat, TDS, Service Tax, CST, FBT, Other taxes, Assignments MS- Access, Internet Fundamentals, Assignments.

**JOB AND EMPLOYMENT OPPORTUNITIES :**

Senior Office Administrator, Computer Operator, Senior office executive.

**HISTORICAL EARNINGS INFORMATION :**

Starting salary for fresher is about Rs 5,000 to Rs 10,000. With some valuable experience one can reach up to 15,000 per month.

## Java Programming (JP)

Duration : 6 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

Language for Instruction : Marathi /Hindi / English / any regional language

### OVERVIEW :

Java is a programming language originally developed by James Gosling at Sun Microsystems (which is now a subsidiary of Oracle Corporation) and released in 1995 as a core component of Sun Microsystems' Java platform. Until a few years ago, Java was used for much less serious programs that ran on end users' systems, and C++ still ruled enterprise development. But that began to change with the introduction in December 1997 of Enterprise JavaBeans (EJB), object-oriented components that run on servers. It was at that time that EJB was basically institutionalized as a platform. Sun released Java 2 Enterprise Edition (J2EE), a description for an enterprise platform. Today heavyweights such as Informix, Oracle, and Sybase are working on J2EE versions that corporations should be able to develop on.

### WHY JAVA?

**Both language & platform** : Java technology is both, a programming language & a platform. Java programming language is a high-level language that can be characterized by buzzwords like Object-oriented, Portable, High-performance, Robust, Secure & Dynamic. Java programmers have the ability to develop applications in the J2EE area, which is very essential for the Web. Java technology is an important ingredient in the digital experience of over a 100 million people in all walks of life.

**Wide range of applications** : Java software powers toys, cards, planes, rockets & even the NASA Mars rover !

**Powers the Internet** : The Internet experience is incomplete without Java. The multiple transactions carried out over the Internet by corporates, banks & governments are possible only due to the expertise of Java professionals.

In Distance Education Program Rs. 3600/-

**Entertainment**: TV, multimedia players, camera imaging - in each of these areas, productivity improves with the inclusion of Java technology. Programs for mobile telephony: Mobile telephony features major programs written in Java.  
In Study Centre Rs. 1800/-

### SYLLABUS :

Object Oriented , Programming Concept, Introduction to Java, Java Classes and Objects, Exception Handling and Multithreading, I/O Package, Java Networking Package, Java Utils Package, Java AWT, JDBC, Assignments & Project Work.

### JOB AND EMPLOYMENT OPPORTUNITIES :

Java programmer with ability to develop applications in the J2EE area, which is very essential for the Web.  
Web site Programming, Scripting Programming, Applet programming

## Basic Java (BJ)

Duration : 6 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

Language for Instruction : Marathi /Hindi / English / any regional language

### SYLLABUS :

Object Oriented , Programming Concept, Introduction to Java, Java Classes and Objects, Exception Handling and Multithreading, I/O Package, Java Networking Package, Java Utils Package, Java AWT, JDBC, Assignments & Project Work.

### JOB AND EMPLOYMENT OPPORTUNITIES :

Web site Programming, Scripting Programming, Applet programming.

## Core Java (CJ)

Duration : 6 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### **SYLLABUS :**

Introduction Programming language Types and Paradigms, Computer Programming Hierarchy, Why Java ?Language Fundamentals, The Java Environment, Basic Language Elements, Object Oriented Programming, Extending Classes and Inheritance, Package Exception Handling, Array & String ,Thread ,Applet, A Collection of Useful Classes, Input/Output Operation in Java(java.io Package), GUI Programming, Designing Graphical User Interfaces in Java, Java Utilities (java.util Package),The Collection Framework, Event Handling, Networking Programming, Database Programming using JDBC.

### **JOB AND EMPLOYMENT OPPORTUNITIES :**

Applet programmer, Web site Scripting programming, Web Server coding programmer

## Advance Java (AJ)

Duration : 6 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### **SYLLABUS :**

Introduction (Review of Java I, IDE, Packages and Jar Basics), Streams and File I/O, Multithreading, Arrays, Java Network Programming, Java Database Connectivity, Java servlets, Java Beans, and Java Server Pages, RMI, Java Message Service (JMS), Java and XML, Web Services.

### **JOB AND EMPLOYMENT OPPORTUNITIES :**

Applet programmer, Web site Scripting programming, Web Server coding programmer, Socket developer, Portal Developer



## C Programming (CP)

Duration	: 3 Months	Eligibility	: 12th or any candidate who are interested in IT
Fee	: In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-	Medium	: English

Language for Instruction : Marathi /Hindi / English / any regional language

### OVERVIEW :

C is a general-purpose computer programming language developed in 1972 by Dennis Ritchie at the Bell Telephone Laboratories for use with the Unix operating system. Although C was designed for implementing system software, it is also widely used for developing portable application software. C is one of the most popular programming languages of all time and there are very few computer architectures for which a C compiler does not exist

### WHY LEARN C PROGRAMMING ?

First, age has its advantages: C has been around for 30 years, and there is a ton of source code available. This means there's a lot to learn from, and a lot to use. Moreover, many of the issues with the language have been clearly elucidated .As a result of its age and its use as the language of system programming for Unix, C has become something of the lingua franca of programming. C is a great language for expressing common ideas in programming in a way that most people are comfortable with. Moreover, a lot of the principles used in C. C is reasonably close to the machine. When you're working with pointers, bytes, and individual bits, things like optimization techniques start to make a lot more sense. Additionally, if you like computer science as a discipline, or just like knowing how things work learning the details of the system is great fun. In fact, a lot of fun programming is done in C – for instance, system software and data managers such as Berkeley DB. If you want to be able to do more than write a simple web app, C is a great language. If you want to write a great, fast game, C is again a great choice. You can write an entire OS in C which is nearly impossible in a scripting language.

### SYLLABUS :

Introduction to C Programming History and Introduction, Arrays and Strings Functions, Macros, Intro. To Pointers, Structures, Union, Files in 'C' Graphics, Program Examples, Project Work

### JOB AND EMPLOYMENT OPPORTUNITIES :

The Veritude 2009 IT Outlook Report also looked specifically at job prospects for those with C, C#, and C++ language skills, and it found that these "...have emerged as a highly desired skill set, being cited as 'in demand' just as often as Business Intelligence and Enterprise Solutions skills." Useful in BCS, MCS, MCM, MCA as graphics programmer.

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## C++ Programming (CPP)

Duration	: 3 Months
Eligibility	: 12th or any candidate who are interested in IT
Fee	: In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-
Medium	: English

Language for Instruction : Marathi /Hindi / English / any regional language

### SYLLABUS :

Introduction to C++, OOPS Concept and it's features Arrays and Pointers, Classes and Objects, Functions, Templates, Stream Classes, File Handling, Graphics, Program Examples, Project Work, Assignments.

### JOB AND EMPLOYMENT OPPORTUNITIES :

OOP's Controller, Useful in BCS, MCS, MCM, MCA as graphics programmer.

## VC++ programming (VCP)

Duration : 3 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### **SYLLABUS :**

Introduction to Visual Basic, Programming Fundamentals, Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments Introduction to C++, OOPS Concept and it's features, Arrays and Pointers, Classes and Objects, Functions, Templates, Stream Classes, File Handling, Graphics, Program Examples, Project Work, Assignments.

### **JOB AND EMPLOYMENT OPPORTUNITIES :**

Windows Programmer, Deployment & Package developer, as graphics programmer. Useful in BCS, BCS, MCS, MCM, MCA, as graphics programmer.

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## Oracle (OCL)

Duration : 3 Months  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### **OVERVIEW :**

Based in Redwood, California, Oracle Corporation is the largest software company whose primary business is database products. Historically, Oracle has targeted high end workstations and minicomputers as the server platforms to run its database systems. Its relational database was the first to support the SQL language, which has since become the industry standard. Along with Sun Microsystems, Oracle has been one of the leading champions of network computers.

### **SYLLABUS :**

Introduction to the Oracle Server Database Structure and Space Management, Memory Structure and Consistency, Data Concurrency and Consistency, Distributed processing and Shutdown Operations, Database Security, Database Backup and Recovery, Object Relational Model for Database Management Data Access

### **JOB AND EMPLOYMENT OPPORTUNITIES :**

Database Executive, Database manager, Back End Supporter, System Analyst.



## Visual Basic (VB)

Duration	: 3 Months	Eligibility	: 12th or any candidate who are interested in IT
Fee	: In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-	Medium	: English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### WHY LEARN VISUAL BASIC (VB)?

Visual Basic (VB) is the third-generation event-driven programming language and integrated development environment (IDE) from Microsoft for its COM programming model.

- There is quite a number of reasons for the enormous success of Visual Basic (VB):
- The structure of the Basic programming language is very simple, particularly as to the executable code.
- VB is not only a language but primarily an integrated, interactive development environment ("IDE").
- The VB-IDE has been highly optimized to support rapid application development ("RAD"). It is particularly easy to develop graphical user interfaces and to connect them to handler functions provided by the application.
- The graphical user interface of the VB-IDE provides intuitively appealing views for the management of the program structure in the large and the various types of entities (classes, modules, procedures, forms).
- VB provides a comprehensive interactive and context-sensitive online help system.
- When editing program texts the "IntelliSense" technology informs you in a little popup window about the types of constructs that may be entered at the current cursor location.
- VB is a component integration language which is attuned to Microsoft's Component Object Model ("COM").
- COM components can be written in different languages and then integrated using VB.
- Interfaces of COM components can be easily called remotely via Distributed COM ("DCOM"), which makes it easy to construct distributed applications.
- COM components can be embedded in / linked to your application's user interface and also in/to stored documents (Object Linking and Embedding "OLE", "Compound Documents").
- There is a wealth of readily available COM components for many different purposes.

### SYLLABUS :

Introduction to Visual Basic, Programming Fundamentals , Menus, MID and Data Files, Accessing Database, ActiveX Components, Report / AP / HELP / SYSTEM / FUNCTION, Assignments

### JOB AND EMPLOYMENT OPPORTUNITIES :

Windows Programmer, Graphics Programming, IIS Setting programmer, Web site programming.

## Computer Aided Designing in 3D and LISP Introduction (CAD3L)

Duration	: 6 Months	In Distance Education Program Fee is Rs. 1800/- and In Study Centre Rs. 5400/-
Eligibility	: 12th or any candidate who are interested in IT	Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

### OVERVIEW :

Computer-aided design (CAD), also known as computer-aided drafting and design (CADD), is the use of computer technology for the process of design and design-documentation. CAD may be used to design curves and figures in two-dimensional (2D) space; or curves, surfaces, and solids in three-dimensional (3D) objects. CAD is an important industrial art extensively used in many applications, including automotive, shipbuilding, and aerospace industries, industrial and architectural design, prosthetics, and many more. CAD is also widely used to produce computer animation for special effects in movies, advertising and technical manuals. The modern ubiquity and power of computers means that even perfume bottles and shampoo dispensers are designed using techniques. CAD has been a major driving force for research in computational geometry, computer graphics (both hardware and software), and discrete differential geometry. The design of geometric models for object shapes, in particular, is often called computer-aided geometric design (CAGD).

### SYLLABUS :

Line, Circle, Ellipse, Rectangle, Polygon, Views, Isometric views, Trim, Extends, Fillet, Chamfer, offset, Region, Pedit, extrude, section, Revolve, Union, Intersect, Subtract, Render ,lisp programming etc.

### WHY LEARN CAD ?

- No need for scaling. All drawing is done full size.
- Both two and three dimensional drawings can be produced.
- The screen drawing area can be set to any size with the click of a button
- Your work is copied and stored off the computer for security – you may never lose your work again!
- All of the tools needed are supplied by the program.
- Drawings are stored on disk rather than in a bulky folder.
- Absolute accuracy can be maintained.
- Dimensioning is almost automatic.
- Production details can be extracted directly from the drawing.
- Parts of drawings can be saved and used in other drawings.
- Eliminates the need for full size set outs.

### JOB AND EMPLOYMENT OPPORTUNITIES :

3D/ 2D CAD operator/Designer, CAD Designer.



## Computer Aided Designing in 3D (CAD3)

Duration : 3 Months

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus** : Region, Pedit, extrude, section, Revolve, Union, Intersect, Subtract, Render etc.

**Job opportunities** : 3D CAD operator/Designer.

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## Computer Aided Designing in 2D (CAD2)

Duration : 3 Months

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus** : Line, Circle, Ellipse, Rectangle, Polygon, Views, Isometric views, Trim, Extends, Fillet, Chamfer, offset etc.

**Job opportunities** : 2D CAD operator / Designer.

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## Certificate Course in 2D Animation (CC2D)

Duration : 6 Months

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

The general definition of a animation is to display several pictures in a rapid movement to create the illusion of movement, but what is really animation? How is it made and what is it good for? Animation is a wonderful thing.

**Syllabus** : Basic Drawings, Drawings for Animation, Basic Principals of Animation, Human Anatomy, Life study, Walks & Runs.

**Job opportunities** : 2D Animator.

## Certificate Course in 3D Animation (CC3D)

Duration : 6 Months

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1800/- and In Study Centre Rs. 5400/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

3D computer graphics (in contrast to 2D computer graphics) are graphics that use a three-dimensional representation of geometric data (often Cartesian) that is stored in the computer for the purposes of performing calculations and rendering 2D images. Such images may be stored for viewing later or displayed in real-time.

**Syllabus** : Modeling, Rigging, Dynamics, Lighting & Texturing, Animation, Rendering, Project.

**Job opportunities** : 3D Animator.

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## Certificate Course in Graphics and Animation (CCGA)

Duration : 3 Months

Eligibility : 12th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus** : Flash Operator, Assistant Designer, Assistant Animator.

**Job opportunities** : 3D Animator.

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## e-Vidya (MS-Office)

Duration : 3 Months

Eligibility : 10th or any candidate who are interested in IT

Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-

Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus** : Computer Fundamentals, Windows, operating System, MS-Office, Word / Excel / Power Point / MS- Access, Internet Fundamentals, Assignments.

**Job Opportunities** : Office Administrator, Computer Operator.



## Computer Accountancy (CA)

- Duration : 3 Months  
Eligibility : 10th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus :** Accounts Basic , Inventory & Payroll, Accounting, Accounting Package – Tally 7.2 & 9.0, Vat, TDS, Service Tax, CST, FBT, Other taxes, Assignments

**Job Opportunities :** Useful in MBA, BBA Finance, CA Foundation, ICWA, DTL, GDC&A exams. Private & Govt. organization for handling Sales tax & Income Tax related work, Tally Operator, Account officer

## Desk Top Publication (DTP)

- Duration : 3 Months  
Eligibility : 10th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 1200/- and In Study Centre Rs. 2700/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus :** What is DTP ? Computer Fundamentals, Windows, DTP Package Overview, PageMaker, CorelDraw, Photoshop, Image Importing, Editing, Designing, Scanning, Printing Techniques, Web Camera, Assignments.

**Job Opportunities :** Photo editor in Studios, Layout Designer / Planner in News Paper and in Media, DTP operator, Computer Fashion Designer, Digital Mixing, Digital Photographer, Photo Mixing, Self Employer as DTP Centre owner.

## Certificate Course in Internet Surfing (CCIS)

- Duration : 1 Month  
Eligibility : 12th or any candidate who are interested in IT  
Fee : In Distance Education Program Rs. 900/- and In Study Centre Rs. 1800/-  
Medium : English

**Language for Instruction : Marathi /Hindi / English / any regional language**

**Syllabus :** e-mail setting, outlook setting, downloading, uploading, e-commerce, e-transaction, online exams, online banking, travel booking, surfing, searching, chatting, video conference etc.

**Job opportunities :**  
Useful in ecommerce.

# SAMPLE CERTIFICATE

## GOVERNMENT POLYTECHNIC, NASHIK

(An Autonomous Institute of Government of Maharashtra)



*This is to certify that, Mangesh Suryabhan Kamble has successfully passed the Examination conducted by Govt. Polytechnic, Nashik on 20/01/2010 of Certificate Course in Computer Accountancy with 72 percent marks. This course is of 3 months duration organised by NITTAPS, Mumbai. In testimony whereof is set the seal and signature of the Principal, Controller of Examinations for Government Polytechnic, Nashik and President, National Institute of Information Technology and Professional studies, Mumbai.*



*Mangesh*

Candidate's Photo & Signature

( R. G. Sonone )  
Controller of Examinations

*R. G. Sonone*

( Dr. R. S. Naidu )  
Principal

*Dr. R. S. Naidu*

President  
NITTAPS

*[Signature]*



National Institute of Information Technology and Professional Studies  
NITTAPS

SEAT NO. 1123 GPN/EXM/CEP/B.01 /CN. N000031 : 19/04/2010

COLOUR XEROX

# SAMPLE CERTIFICATE



Center Code  Form No   
 Name of Centre

## Student Application Form

Course Name : \_\_\_\_\_

Duration : \_\_\_\_\_ **Certification : NIITAPS / Govt. Poly /**

**Note : Please fill in the form using BLACK INK in Block Letters.**

Name of the applicant as it should appear on the certificate / as it appears on SSC certificate :

Name \_\_\_\_\_ Father's Name : \_\_\_\_\_

Date of Birth :       Age :   Gender : Male  Female   
Date Month Year Year

Mother Tongue : \_\_\_\_\_ Marital Status : Married  Unmarried

Address for Correspondence

Address : \_\_\_\_\_

\_\_\_\_\_ City / Town / Village : \_\_\_\_\_ Tehsil : \_\_\_\_\_

District : \_\_\_\_\_ State : \_\_\_\_\_ Pin :

Permanent Address

Address : \_\_\_\_\_

\_\_\_\_\_ City / Town / Village : \_\_\_\_\_ Tehsil : \_\_\_\_\_

District : \_\_\_\_\_ State : \_\_\_\_\_ Pin :

Telephone No. ( Residence ) :       Office :        
Area Code Telephone Number Area Code Telephone Number

Email ID :  Mobile No.

Category :

- College Student  School Student   
 Govt. Employee  Professional   
 Housewife  Senior Citizen   
 Others (Specity)

Photograph

Signature of Applicant  
 ( Please sign in Black ink only in the above box )

Are you Physical Challenged ?  Yes / No

Attached herewith the true copy of my PAN card / Voter's ID / Driving License / Passport / Govt. ID Card / College or School ID Card as proof of my identity. I hereby solemnly affirm that my name, Photograph & Signature on this application form match with the copy of the proof of my identity attached herewith by me, I undertake to carry this proof in person at the time of appearing for course examination.

Signature of Applicant

### : For Center Use Only :

Name of the Center :

Center Code :

Installment	Amount (Rs.)
1st	
2nd	
3rd	
4th	
Total	

Receipt No. :

For Rs.

Batch Commencement :  
       
Date Month Year

After careful verification, I hereby confirm that name, photography & Signature of the application on this application form match with those on the original proof of identity produced for verification and its true copy attaches herewith by the applicant and I have countersigned the same.

Name of Center Coordinator

Seal of Center

Signature of Coordinator



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In Association With NIITAPS



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