SKILL CRAFT ACADEMY

Centre Address: 9, Shopping Complex, Mantra Happy Homes, Sidcul, Haridwar, Uttarakhand
Centre Mob. No.: 9899688945

Authorised by- **SITED (India)** Licensed by Central Govt of India/MCA, Vide Lic. No.2/114/T-1/08/D (Read with vide notification No. GSR 288(E) dated 31.5.1991, of Central Ministry of Law, Justice & CA). Regd. No. CIN/U72900HP2008NPL030981.

An ISO 9001:2015 Certified Organization

"National I.T & Skill Advancement Training Awareness Programme"
-For learning Skills Outside Formal Education Sector-

COMPUTER SOFTWARE COURSES

★ PG- Diploma in Computer Skills (PG-DCS)

Eligibility - Graduate   Duration- 1 Year

Part-I (6 Months)

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), Access
- Computer Lab Practical & Project/Viva

Part-II (6 Months)

- C & C++, Visual Basic or Java Programming
- HTML, DHTML, Java Script, Internet
- Computer Lab Practical & Project/Viva

★ Diploma in Computer Instructor Training Skills (D.C.I.T.S)

Eligibility – Min: +2 (Minimum)   Duration- 1 Year

- Fundamental of Computer, Windows, MS Office, MS Access
- Tally or Visual Basic, HTML, DHTML
- Programming Concept in C & C++, Oracle or Java
- Corel Draw, Page Maker, Internet.
- Computer Lab Practical
- On Sight Practical Teaching +Viva

★ Honour Diploma in Computer Skills (HDCS)

Eligibility - Min. 12th   Duration- 1 Year

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), C& C++
- HTML,DHTML, Tally, Internet
- Computer Lab Practical & Project/Viva

★ Advance Diploma in Computer Programming (ADCP)

Eligibility - Min. 12th   Duration- 1 Year

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint), C & C++
- HTML/DHTML/Java Script, VB, Oracle or Java, Internet
- Computer Lab Practical & Project/Viva

★ Diploma In Computer Office Management & Publishing (DCOMP)

Eligibility- 12th   Duration- 1 Year

- Fundamental of Computer, OS (Windows)
- MS-Office, Internet, Financial Accounting- Tally
- DTP-Page Maker, Corel Draw, Photoshop, Scanning
- Computer Lab Practical & Project/Viva

★ Advance Diploma in Computer Skills (ADCS)

Eligibility - Min. 10th   Duration- 1 Year

- Fundamental of Computer, Window (OS)
- MS- Word, Excel, PowerPoint, Access, HTML,DHTML
- C Programming, Tally, Internet
- Computer Lab Practical & Project/Viva

★ Diploma in Computer Office Skills & Accounting (DCOSA/ADCFA)

Eligibility - Min. 10th   Duration- 1 Year

- Fundamental of Computers, Windows (OS)
- M.S Office (Word, Excel, PowerPoint) & Internet
- Financial Accounting-Tally *(Company Creation, Accounting, Reports, etc.)*
- Computer Lab Practical & Project/Viva

★ Advance Certificate in Computer Skills (ACCS)

Duration- 1 Year

- Fundamental of Computer, Windows (OS)
- MS-Office, MS Access
- HTML, C Language or Tally, Internet
- Computer Lab Practical & Project/Viva

★ Diploma in Computer Financial Accounting   (DCFA)

Eligibility - Min. 10th   Duration- 6 Months

- Fundamental of Computer, Windows, MS-Office
- MS Access, Financial Accounting-Tally
- Computer Lab Practical, Project/Viva

★ Diploma in DeskTop Publishing   (DDTP)

Eligibility - 10th   Duration- 6 Months

- Fundamental of Computer, Windows (OS)
- PageMaker, CorelDraw, Photoshop, Scanning, Printing
- Computer Lab Practical, Project/Viva

★ Diploma in Web Designing (DWD)

Eligibility - 10th   Duration- 6 Months

- Fundamental of Computer, Windows, Basic of DTP
- HTML, DHTML, Java Script or Flash & Internet.
- Computer Lab Practical, Project/Viva

★ Diploma in Computer Skills (DCS)

Eligibility - Min. 10th   Duration- 6 Months

- Fundamental of Computer , Windows (OS)
- MS-Office, MS Access, Tally or C Language or Internet
- Computer Lab Practical, Project/Viva

★ Certificate in Computer Skills (CCS)

Duration- 6 Months

- Fundamental of Computer, Windows, MS-Office,
- M.S Access, C Language or Tally or Internet
- Computer Lab Practical & Project/Viva

★ Certificate in Basic Computer (CBC)

Duration- 3 Months

- Fundamental of Computer, Windows (OS)
- MS-Office (Word, Excel, PowerPoint)
- Computer Lab Practical & Project/Viva

★ Certificate in Computer Financial Accounting (CCFA)

Duration- 3 month

- Fundamental of Computer, Windows (OS)
- Basic of Financial Accounting - Tally
- Computer Lab Practical & Project/Viva

SHORT TERM COURSES

Course	Duration
★ Certificate in Computer English Typing	1/2/3/6 Months
★ Certificate in Computer Hindi Typing	1/2/3/6 Months
★ Certificate in Computer English & Hindi Typing	1/2/3/6 Months
★ Certificate in Internet Application	1 week/1 Months
★ Certificate in Basic Computer	1/2/3/6 Months
★ Certificate in DTP	1/2/3/6 Months
★ Certificate in Tally	1/2/3/6 Months
★ Certificate in Basic Programming	1/2/3/6 Months

COMPUTER HARDWARE COURSES

★ Diploma in Computer Software & Hardware Skills (DCSHS)

Eligibility - 10th   Duration- 1 Year

- Basic of computer Soft & Hard, Windows/DOS, MS-Office, MS Access, C&C++
- Electronics Concept, Computer Hardware, Peripherals, Assembling, Multimedia,
- Installation of all Types of Software, Networking Concept, troubleshooting
- Computer Software & Hardware Lab Practical
- Project/Viva

★ Advance Diploma in Computer Hardware (ADCH)

Eligibility - 10th   Duration- 1 Year

- Basic of Analog & Digital Electronics
- Assembling, Disassembling, Upgrading of PC, Troubleshooting of OS, Virus & Anti Virus Utilities
- Computer Peripherals, Installation of OS/Software Browser, Modem Driver & Basic of Networking
- Computer Hardware Lab Practical & Project/Viva

★ Diploma in Computer Hardware (DCH)

Eligibility - 10th   Duration-6 Months

- Basic electronics (Analog & Digital), Basic concept of H/W, OS, Mother board, Monitor, Printer, S.M.P.S Keyboard, Mouse)
- Assembling of PC & Installation of OS & Software
- Computer Hardware Lab Practical

★ Diploma in Computer Networking (DCN)

Eligibility - 10th   Duration- 6 Months

- Basic concept of Networking, O.S, Installation, Networking Devices (HUB, Switch, LAN card, Cables & Connectors)
- Peer to Peer & Server Based Networking with all types of Operating Systems (Win98, Win2000 Server, WinXP, Linux Red Hat ver.9.0.
- Computer Networking Lab Practical

★ Certificate Computer Hardware & Peripherals (CCHP)

Eligibility - 10th   Duration- 6 Months

- Study of Computer System, Study of Address Bus, Data Bus, Study of Intel, Pentium, Processor -486/Cyrix/Celoron/ etc.
- Concept of Memory -Conventional/Extended, Cache Memory Installation of OS & Software, Motherboard, Installing Floppy Drive, CD-Rom Drive, Monitor, Modem, Printer in Dos/Windows
- Computer Hardware Lab Practical

★ Certificate in PC Assembling & Maintenance   (CPCAM)

Eligibility - 10th   Duration- 6 Months

- Computer Based Management Information, Hardware Modelers, Introduction to Mathematical (Concept), Digital Electronics
- System Software's Hardware Troubleshooting, Communication Technology, Assembling & Disassembling of PC, Installation of OS & Software, PC Maintenance
- Computer Hardware Lab Practical

SHORT TERM COURSES

★ Certificate in CPU Repairing   1 Month or 45 days or 3 Months

★ Certificate in MONITOR Repairing   1 Month or 45 days or 3 Months

★ Certificate in UPS repairing   1 Month or 45 days or 3 Months

★ Certificate in MONITOR Repairing   1 Month or 45 days or 3 Months

★ Certificate in Printer Repairing   1 Month or 45 days or 3 Months

★ Certificate in Software Installation 1 Month or 45 days or 3 Months

★ Certificate in PC Assembling   1 Month or 45 days or 3 Months

★ Certificate in Mobile Repairing   1 Month or 45 days or 3 Months

★ Certificate in Multimedia   1 Month or 45 days or 3 Months

SKILL ADVANCEMENT COURSES

★ Diploma in Dress Design Skills   (DDDS)

Eligibility - 10th   Duration- 1 Year

- **Dress- Principles, Procedure, Accessories & Designing Concept**
  Lining & Basic Shapes, Croki, Sleeve, Cuff, Caller, Skirts, Caps, Hair Styles, Prints & Cheeks Shoes.
- **Dress Designing, Colour Files & Sewing Machines**
  Liner, Butti, Geometrical Motives, Yoke Designing, Duppattas Designing-Traditional Motives.
  Colour File-Primary Colour, Secondary Colour, Tertiary Colour, Tint Shade, Pastel Colors, Dusty Pastels Colors, Complimentary Colors, Slit Complimentary Analogues Colors, Cool Colour, Warm Colors, Achromatic Colors, Sewing Machine usages.
- .   **Stitching, Feeding, Spreading, Cutting, Marking & Pressing**

Illustrations:-
Office Wears, Sports Wears, Western Wears, Suit, Lenghgas, Western & Indo Westen-2, Swim Suit, Winter, 2 Ladies & Gents, Nighties, Evening Gown, Mix & Match. **Stitching-** Suit Gown, Lenghgas, Blouses, frocks, Boys Garments**.**

★ Certificate in Dress Design Skills   (CDDS)

Duration- 6 Month

- **Principles of Designing, Colour, Dress Designing & Sewing Machines**
  Salwar Suit, Simple Kurta, Simple Salwar Short
- **Stitching, Feeding, Spreading, Cutting, Marking & Pressing**
  Kurta with Open Collar, Patiyala Salwar, Chudidar one Kali Kurta, Princes Kurta, Empire Cut Kurta, Parallel, Designer Kurta

SHORT TERM COURSES

★ **Certificate in Mehandi Designing Skills**   1 or 2 or 3 or 6 Months

★ **Certificate in Dancing Skills**   1 or 2 or 3 or 6 Months

★ **Certificate in Music Skills**   1 or 2 or 3 or 6 Months

★ **Certificate in Beautician Skills**   1 or 2 or 3 or 6 Months

★ **Certificate in Spoken English & PD**   1 or 2 or 3 or 6 Months

———————————