(An ISO 9001 : 2015 Certified Organization)

ICTO

INSTITUTE OF COMPUTER TALLY ORGANISATION

PROSPECTUS

Message

I take the pleasure in welcoming you **Institute of Computer Tally Organisation (ICTO)**, an institute dedicated to the proper growth and development of each and every student for a better career prospect.

The institute is all set to bring out the potential within each student and provide proper guidance so that their potentials can be utilized to make them capable of meeting any challenge that will be faced by them after leaving the institute. The institute provides full support to improve their communication skills, critical thinking abilities, moral values and sense of responsibility. All efforts are made to improve the creativity and problem solving abilities of the students so that they can contribute their best to the society and the country.

The infrastructure has been developed with most modern equipment; provisions have also been made to upgrade the same keeping pace with the technological advancements of the time.

ICTO has a team of highly qualified, experienced and dedicated faculty who devote their time not only to teaching but also for the overall development of the students. Further, faculty from other renowned institutions is invited to deliver guest lecturers to help augment their studies beyond syllabus. We are confident that the students passing out from this institute will be technically sound, confident and have good leadership skills.

I wish all the best to all the prospective students.

Karam Singh
Chairman

Message

Dear sir/Madam I am delighted to introduce the worth name in computer education as **Institute of Computer Tally Organisation** to bring out your dreams close reality in professional life and skills. In the area of science and technology, computer education is the integral part of every profession. Everyone has to build their capacities of computer as the virtual utility device and explore the skills in Their own field of specialization, to explore and demonstrate the professional's capacities such capacity building programs, short and long team courses, vocational education programs etc has designed with a combination of practical relevancies that the student can prove their selves and contribute in reality. I believe in student centered approach so that the problems, needs and priority issues can be addressed in participatory manner that will dealt with efficiency in work. For many people the computer education is unaffordable, but our effort is to make it choice matter, widely available for mass rather than just focusing to a particular section of society. I am confident with the programs and courses offered, you really smart professional field Wish you all the success in your professional carrier.

Dinesh Kumar (M.Tech. IT)
Founder & Director

Profile

Institute of Computer Tally Organisation (ICTO). established in 2008, affiliated in Trust & Society, registered under the Act XXI of 1860 by NCT Delhi (Regd. No. S/1125/NE/2013), Trust register by Govt. of India Revenue Department NCT Delhi (Regd. No. 480), working in different fields of program & commercial training conducted by State Government & Central Government to approach every class of the Society ICTO is also certified by ISO 9001: 2015 certified Organization. The ICTO Trust/Society is also register from the Industrial Department of conduct various technical program under government schemes. ICTO stared its journey in 2008 with 1 center, today we have strong network more than 200 training center from 2008 to till we have placed more than 3000 students in Government & Private Sector. ICTO offers world class quality education for career oriented courses. One of our major role into the industry of education is the overall development in the way that matches your interests and motivations. The Education programs are designed and offered to meet the growing manpower and have development keeping the industry requirements in perspective. So more and more students will reap the benefits of these career-oriented courses. We are pleased to invite you to associate with us in one of our educational program. The on going education and learning are important keys to success today and in future. We wish you all the luck for your bright future.

Government Recognized Institution

An ISO 9001 : 2015 Certified Organization,

Regd. Under Societies Registration Act XXI of 1860.

Regd. Number : S/1225/NE/2013, Govt. of NCT Delhi.

Copyright Certified by MHRD office Diary No. 55230/2014.CO/L.

Trust Regd. Under Revenue Department NCT Delhi (Regd. No. 480)

Council of Information and Broadcasting India (Regd. No. CIBHP00155)

Ministry of Micro Small & Medium Enterprises (MSME) Govt. of India.

Empanelled under National Institution for Transforming India (HP/2017/0177071)

Authorized Training Partner of Telecom Sector Skill Council (Regd. No. Tel/0529)

Collaboration with

Features

- Study material & tool kits is given by institute to every Students.
- Personality development communication/Interview preparation by Institute.
- Online Examination.
- Seminar on every Saturday.
- Result are on time for all the courses.
- Free Education for IRDP & BPL candidates.
- Well-stocked library with over 5000 books and periodicals.
- Vast facility for teleconferencing, video conferencing and relay lectures.
- Free concession offered for meritorious students.
- Expensive IT asset base including high resolution projectors, printers, scanners etc.
- 100% assistance in placement through dedicated placement cell.
- Specialist and industry expert as visiting faculty.
- Live projects and assignments for students.
- Customized short term courses and summer/project training.
- Over 20 Computer with latest configuration and allied equipments.
- Latest client and server software advanced tools for backup management etc.
- Free unlimited internet surfing.
- Seminars on latest technologies and concepts.
- Weekend/evening batches for employed batches.
- Free classes for English Speaking, Personality development and life skills.
- Highly qualified experienced and competent full time faculty.
- Online Students Verification
- We are also provide free education to poor students through our NGO.
- Yoga Classes on every saturday.
- Hostel Facilities
- More than 3000 placement done by ICTO
- Industry expert will provide excellent training.
- Flexible batches (Weekday & weekend batches)
- 100% Practical Training
- Free Demo Classes (5 days)
- Doubt clear session
- Career Guidance
- More than 200 Computer & Vocational Institution Currently working in Himachal Pradesh.
- We are also working in other state like as :
  Punjab, Haryana, Chandigarh, Delhi, Jammu & Kashmir, Uttarkhand, Uttar Pradesh, Madhya Pradesh, Maharashtra & Rajasthan.

Courses

Computer Teacher Training
Course Code : ICTO- 01   Duration : 1 Year   Eligibility : 10+2

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- Adobe Photoshop, CorelDraw, C, C++, Internet
- Methods of Teaching, Tally, HTML, Personality Development
- Computer Assembling & Installation, Operating System

Diploma in Computer Application
Course Code : ICTO-02   Duration : 1 Year   Eligibility : 10th

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- HTML, Tally Internet
- Visual Basic, Java Script, C Language.
- C++ Language, CorelDraw, Photoshop

Industrial Certified Professional Accountant
Course Code : ICTO - 03   Duration : 1 Year   Eligibility : 10th

- Tally Financial Accounts
- Computer Fundamentals, Accounting
- Accounting & Inventory Voucher,
- Tally with GST, Income Tax
- Payroll, Online Concept ITR, GSTR, Filling

Advanced Diploma in Computer Hardware & Networking
Course Code : ICTO-04   Duration : 1 Year   Eligibility : 10th

- Computer Fundamental, Operating System, Digital Electronics
- Computer Assembling, Printing & Scanning, Microprocessor
- Programming, LAN, WAN, MAN, Disk Partitioning & Formatting
- Troubleshooting, Software Installation, Computer Network, Protocol

Post Graduate Diploma in Computer Application & Programming
Course Code : ICTO-05   Duration : 1 Year   Eligibility : Graduate

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- Operating System, C, C++, Computer Lab - 1
- HTML, Tally, Internet, GUI Programming in Visual Basic
- Project, Computer Lab - 2

Post Graduate Diploma in Information Technology
Course Code : ICTO - 06   Duration - 1 Year   Eligibility : Graduate

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- Operating System, C, C++, Computer Lab - 1
- Programming with Visual Basic, .NET, DBMS, Web Technology
- DBMS Security & Privacy, Project, Computer Lab - 2

Master in Computer Software Technology
Course Code : ICTO-07   Duration : 1 Year   Eligibility : 10+2

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- C, C++, Core Java, Computer Lab-1
- GUI Programming in Visual Basic, . Net, Advance Java
- Project, Computer Lab - 2

Diploma in Graphic & Web Designing
Course Code : ICTO-08   Duration : 1 Year   Eligibility : 10th

- Internet Essentials, MS Front Page, Java Script & VB Script
- CorelDraw, Photoshop, Pagemaker
- Adobe Illustrator, HTML, DHTML, Dreamweaver
- Web Graphics & Animation, Web Hosting

Diploma in Information Technology
Course Code : ICTO - 09   Duration - 1 Year   Eligibility : 10th

- Computer Fundamentals & MS Office (Word, Excel, Power Point)
- Hardware Maintenance, Window, Software Installation, Lab - 1
- CorelDraw, Photoshop, Pagemaker, Internet
- C, C++, DBMS, Project, Computer Lab - 2

Computer Basic & Auto Cad
Course Code : ICTO-10   Duration : 6 Month   Eligibility : 10th

- Computer Fundamentals, MS Office (Word, Excel, Power Point)
- Auto Cad, 3D Animation & Techniques, Special Effects
- Staad Pro & Internet, Advance Animation
- Material Editor, Adding Sound to Animation, Project

Certificate in Computer Application
Course Code : ICTO-11   Duration : 6 Month   Eligibility : 10th

- Computer Fundamentals, MS Office (Word, Excel, Power Point)
- Tally, Web Page Designing Using HTML
- Internet, C, C++
- Project

Advance Certificate in Tally Programming
Course Code - ICTO-12   Duration : 3 Month   Eligibility : 10th

- Introduction Financial Accounting
- Inventory Voucher, Accounting Voucher
- Tally

Certificate in Basic Computer
Course Code : ICTO - 13   Duration : 3 Month   Eligibility : 10th

- Fundamentals of Computers, Typing : English & Hindi
- MS-Office (Word, Excel, Power Point)
- Internet, Personality Development

Certificate in Desktop Publishing (DTP)
Course Code : ICTO - 14   Duration : 3 Month   Eligibility : 10th

- Computer Fundamentals, Window, MS Office (Word, Excel, Power point)
- Page Maker, Corel Draw, Photoshop
- Assignments & Projects

Advance Certificate in Computer Maintenance
Course Code - ICTO-15   Duration : 3 Month   Eligibility : 10th

- Fundamentals of Computers, Computer Assembling
- Introduction of Hardware, Hardware Assembling
- Installation of Operating System & Application Software

Certificate in Finance Accounting with GST
Course Code - ICTO-16   Duration : 3 Month   Eligibility : 10th

- Tally
- Introduction to GST, Direct taxation
- Computerised Financial Accounting with GST Implementation

Certificate in GST Professional
Course Code - ICTO-17   Duration : 3 Month   Eligibility : 10th

- Basics of GST
- GST Law & Provisions
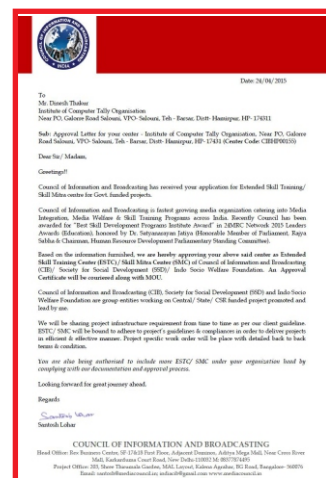- GST Compliance (registration, returns, payment & refunds)

SHORT TERM COURSES

Sr. No.	Name of Course	Course Code	Eligibility	Duration
1.	Certification in Office Automation	ICTO-18	10th	1 Month
2.	Certification in Web Designing	ICTO-19	10th	1 Month
3.	Certification in C, C++	ICTO-20	10th	1 Month
4.	Certification in Core/Advance Java	ICTO-21	10th	1 Month
5.	Certification in PHP	ICTO-22	12th	1 Month
6.	Mobile Application for Android	ICTO-23	10th	1 Month
7.	Certification in Dot net	ICTO-24	12th	1 Month
8.	Certification in Python Language	ICTO-25	12th	1 Month
9.	Certification in Python Language	ICTO-26	12th	3 Month
10.	Certification in Pearl Language	ICTO-27	12th	1 Month
11.	Certification in AJAX Language	ICTO-28	12th	1 Month
12.	Certification in Ruby Language	ICTO-29	12th	1 Month
13.	Certification in Industrial Training	ICTO-30	12th	1 Month
14.	Certification in Basic Web Developing	ICTO-31	10th	1 Month
15.	Certification in Web Multimedia	ICTO-32	10th	1 Month
16.	Certification in Data Entry Operator	ICTO-33	10th	2 Month
17.	Certification in Computer Basic	ICTO-34	10th	1 Month
18.	Certification in English Speaking	ICTO-35	10th	45 Days
19.	Personality Development Course	ICTO-36	10th	1 Month
20.	Special Training for Computer Teacher	ICTO-37	DCA	1 Month

VOCATIONAL COURSES

Sr. No.	Name of Course	Course Code	Eligibility	Duration
1.	Prof. Diploma in Beauty & Hair Dressing	ICTO-38	10th	1 Year
2.	Diploma in Beauty & Hair Dressing	ICTO-39	10th	1 Year
3.	Professional Diploma in Beautician	ICTO-40	10th	6 Month
4.	Certification in Beauty & Hair Dressing	ICTO-41	10th	3 Month
5.	Certification in Beautician	ICTO-42	10th	3 Month
6.	Certification in Make-up	ICTO-43	10th	3 Month
7.	Certification in Make-up	ICTO-44	10th	1 Month
8.	Pre-vocational Course Hair & Beauty	ICTO-45	10th	15 Days
9.	Personal Grooming Course	ICTO-46	10th	15 Days
10.	Diploma in Fashion Designing	ICTO-47	10th	1 Year
11.	Certification in Fashion Designing	ICTO-48	10th	6 Month
12.	Diploma in Cutting & Sewing	ICTO-49	10th	1 Year
13.	Certification in Cutting & Sewing	ICTO-50	10th	6 Month
14.	Diploma in Fire & Safety	ICTO-51	10th	1 Year
15.	Certification in Fire & Safety	ICTO-52	10th	6 Month
16.	Diploma in Nursery Teacher Training	ICTO-53	10th	1 Year
17.	Diploma in Yoga Teacher Training	ICTO-54	12th	1 Year

"Education is not preparation for life education is life itself "

Head Office : Near PNB Bank Salouni, Tehshil Barsar, District Hamirpur, Himachal Pradesh - 174311

Regional Center : V.P.O. Kirwin, Tehsil & District Hamirpur Himachal Pradesh - 174311

Mobile : 94187-83626, 86288-83626, 98173-27785 82192-12066, 94183-49443, 98178-08652

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Prospectus Fee : 150/-

Website : www.ictoindia.com