



AADEIs ICT Continuing Education Centre
Courses for DEI/DEC* Students and Job Seekers
C: DEI/IIPC Certificate Awarded**

	Course Title/Activity	Target Audience (Faculty/Field)	Comments
1	Computer Basics& Microsoft Office*-C**	All Faculties	With Distance Education
2	Tally ERP 9*-C**	Commerce, BBM, MBA, MOM	With Distance Education & Job seekers also
3	Microsoft Access-C**		
4	Unix and Perl -C**	Science and Engg.(B.Tech), Technical (Diploma, with prerequisites)	
5	An Introduction to Perl-C**		
5	Programming through C-C**		
6	An Intro to Networking and Network Admn-C**		
7	SoftwareTesting-C**		
8	An Introduction to Java-C**		
9	Data Based Management Systems-C**	Science and Engg., Comm., BBM, MBA	<i>New</i>
10	Soft Skills* C**	All Faculties/ Fields	For Job seekers also
11	Spoken English * C**	All faculties	With Distance Education
12	Placement Preparation*	MBA, Engg., (B.Tech & Diploma, with WPTC Electronics)	Weekly (scheduled) In- faculty visits
13	UGC-NET Study Group (Preparation and Practice Sessions)	Humanities primarily	Bi-weekly
Workshops			
1	Interview Skills	All Faculties/Semesters/Jobseekers	For Distance Education <i>also</i>
2	Personality Development		
3	Communication Skills		
4	(MS) Excel -C**		
5	Time Management		
6	Presentation Skills		<i>New</i>
Duration of Courses/Workshops			
1	IT/Vocational/Advanced IT	5-6 weeks, 2- days /week, approx. 27-30 hours with lab/theory on Sundays	Aug-Sept Tally ERP 9 with DEC Basic IT January session with DEC Sundays and one weekday
2	Soft Skills (Communication Skills. Interview Skills,& Personality Dev.)	5 weeks, 4-5 days /week, approx. 36 hours with role-plays and speaking activities, 2 sessions per semester	Sundays –Mock Interviews scheduled periodically <i>Available Online SOON</i>

3	Spoken English	12 weeks, twice a week, per semester	Also available on line module for self-learning Sundays and one weekday tutorial-AM for DEI or PM for WTC
4	Workshops	6 hours per day, 1-2 days per workshop	Usually on Sundays or permitted holidays
5	NET Study Group	1-3 sessions a week, 60-90 minutes each, 20+ sessions in a semester	On-going preparation-Paper 1 With Experts On-line self learning materials available through Moodle
6	General Aptitude Tests	1 hour sessions every Sunday	Sundays (math tutoring twice a month) Also available, on- line module via Moodle
7	Time Management for high school and university students of DEI and DEC	4-6 hours per session	Sundays and permitted holidays