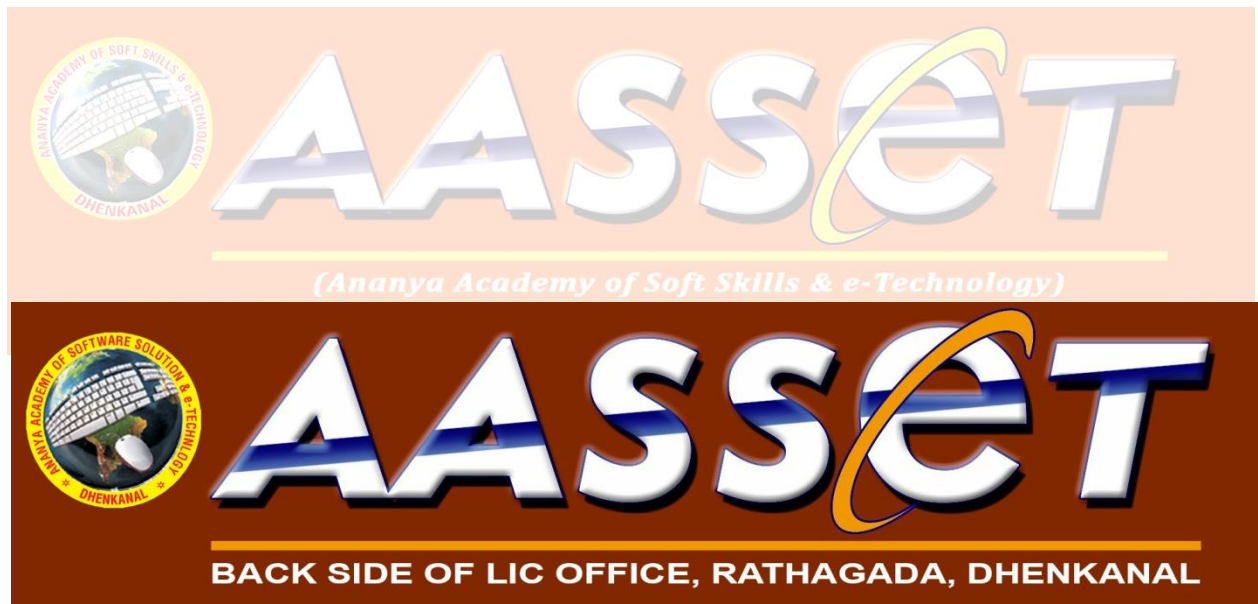


AASSeT PROFILE

PROJECT: IT & SOFTSKILLS EDUCATION CENTRE

DEVELOPMENT & SERVICE: IT&SOFT SKILLS EDUCATION

MONTH & YEAR OF PREPARATION: JANUARY 2011



(ANANYA ACADEMY OF SOFT SKILLS & e- TECHNOLOGY)
BACKSIDE OF LIC OFFICE, RATHAGDA, DHENKANAL-759001
Email:aassetdkl@gmail.com

IT & SOFT SKILLS EDUCATION CENTER

The institute (AASseT) is situated at a prime location of Dhenkanal town providing a suitable ambience of education with its experienced faculty members. It has its separate rooms for Class room with software & hardware labs. Each & every room is ventilated & lighted properly. Depending on the potential of the area / locality this institute is in a position to acquire the number of computers, printers, equipments, tools and consumables and the proper software that would be required to effectively convey the course to the students. AASseT has also its requisite books, periodicals & daily news papers that are very useful for the students.

INFORMATION TECHNOLOGY

THE computer software & hardware consists a series of instructions which make the computer to do a particular job with different type of software & hardware. the computer can be used to perform a variety of function & application. The software is divided, in general, in to two groups of system soft ware and application soft ware. The system ware helps the user in application development it operates and interfaces with system soft ware. The system soft ware helps the user in application development. It operates and interfaces with system soft ware. Application has wide scope for development than system soft ware. The widely used application soft ware is word processer, spread sheet s & data bases. Soft ware like spread sheets has make cumbersome task of budgeting financial analysis forecasting less time consuming, efficient, accurate, simple and easy job. The data base soft ware has revolutionized the data management of storing organizing and retrieving informative from large source of data. There are innumerable applications of computer soft ware in human activities and economy development.

The Indian soft ware & hardware industry, renowned for its sophistication and technical competence is making rapid strides, skill and expertise has been developed in area like design and implementation of management information and decision sport system, banking, insurance and financial application conversion methodology and technologies, CAD / CAM etc.

Indian software & hardware enterprises have completed project for reputed informational organizations recognizing this special advantage of the Indian option, many of the top IT companies of the World have set of soft ware operation in India current the soft ware industries in India employee is more than 100000 people and continued among the fastest going sector in India economic. The soft ware sector has been identified thrust by the Govt.of India. Being visual non- existing a decade ago computer soft ware stare performance in the year 1994 to 1995 with export touching Rs.1,674 crores, registering a 52% growth over the previous year. The domestic soft ware Industries more than 500 cores.

Market: Information processing has become more significant Industry over in the recent past space in view of its tremendous potentialities for information processing, data management design

production management and other numerous applications for overall development of economy. The software industries in country are one of the fastest growing industries both in domestic and foreign funds to cope with the

growing demand of software data processing there is a growing need for trained manpower in this area, as such there may be a large partitioned software export and hardware export in coming years.

- The working capital requirement for the project has been estimated for two months only.

SOFT SKILLS

Communication & soft skills are essential skills not only for engineers and managers but also for all other professionals like doctors, lawyers, writers, journalists, jurists, politicians, social workers etc. to fulfill their professional needs. Even at the social level, an individual requires communication and soft skills for relating to other members of the society. Good communication & soft skills result in better understanding at individual, organizational & social levels. These two are most arguable skills and competencies now days require by the recruiters.

Soft skills training covers building confidence, positive thinking, communication skills, positive body language, professional grooming, time management, interpersonal behaviors & most importantly interview skills for the interested youth. Soft skills are a set of skills that influence how one interacts with others. It includes such as ability as effective communication, creativity, analytical thinking, diplomacy, flexibility, change readiness and problem solving, leadership, team building and listening skills.

The main aim of soft skill training is to give students opportunity to learn and practice new patterns of behavior and in so doing to enhance human relations.

Communication and soft skills are the single most important aspect that can either get one or stop one from getting a job. In spite of the increasing importance placed on communication skills, many individuals continue to struggle, unable to communicate their thoughts and ideas effectively—whether in verbal or written format. The inability makes it nearly impossible for them to complete effectively in the work place and stands in the way of career progression. The main purpose of communication is to get one's message across to others clearly and unambiguously.

The best ideas and thoughts are of little use if we do not learn to communicate them effectively. If we are not understood by our listener even when we speak in English has not been completely fulfilled. To be able to speak better English it is important to know spoken English with its form of 'what to say' (English Conversation) and 'how to say' (in English pronunciation of words, phrases and sentences) with voice, speech, pitch and volume.

It is observed in India that there is an upsurge in economic activities of constant economic growth. Job opportunities in different sectors like IT, ITeS, BPO, Telecom, Insurance, Banking, Tourism, Hospitals, Finance are also spectacular. Indian universities and colleges are also producing thousands of graduates and post-graduates but when the job market they face grim reality that many of them lack employability that is ability to fulfill job requirements of the recruiting organization. The most glaring lacuna observed among candidates appearing at the interviews is that they are unable to satisfy the interview panels with their communication and soft skills.

Keeping in view of the problems of the fresher who are pursuing various courses for self employment/ improvement and for the betterment of their careers the institute AASSeT, DKL .will help them not only in their professional life but also in making successful in their social and personal interaction .AASSeT would certainly act as an excellent guide for students entering the professional world.

The main objectives of the training program are:-

- ✓ To develop soft skill required for a wholesome personality
- ✓ To enhance personal effectiveness through business Etiquette, personal Grooming, Public Speaking, Goal setting, Interpersonal skills.
- ✓ To develop skills for facing interviews.
- ✓ To manage an office.
- ✓ To develop skills for body language, Dressing sense, Ordinance control and voice modulation.
- ✓ To prepare a resume.
- ✓

Technical aspects:

Process outline:

The programme being conducted by the centre is advertised regularly in the local newspapers/ weekly etc. candidates calling on the Centers are guided by professional counselor for the course suitable for then depending on their background. They are also provided with the Centre's pamphlets for the detailed programme indicating content of the courses as well as the duration and course fees etc. The candidates joining the centre for a particular programme are then given the course curriculum in detail. Students get normally 50% of course time on computers. Additional computer time is also provided for undertaking projects by them based on computer time availability. Some centres ALSO OFFER SERVICES LIKE (EARN WHILE YOU LEAN). This means that the students are fully qualified to pick up an entry level job after the first year it provided he/ she graduated at that time. Some centres offers placement assistance to the students in the various corporate sector. Besides data processing work is also undertaken by the centre separately based on the customer's requirement

Besides certificate courses of about 2 weeks duration, courses offered in computer concepts and Applications, Desk Top publishing etc. brief details are given below:

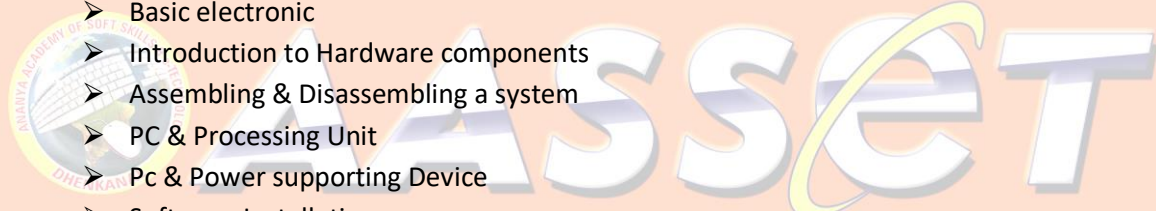
45 Days, 3 months, 6 months and 12 months courses:

Software:

- Computer fundamentals
- MS DOS
- MS Windows
- MS Office
- Programming concepts
- C
- Tally
- Internet & E-Mail
- Web Designing

- OOPS & C++
- Visual Basic
- RDBMS
- Oracle
- System Analysis & Designing
- Java
- Dot Net
- SQL
- Auto Cad
- Linux
- DTP
- Page Maker
- Photoshop
- Corel draw
- Multi Media

Hardware & Networking:



➤ Basic electronic

➤ Introduction to Hardware components

➤ Assembling & Disassembling a system

➤ PC & Processing Unit

➤ Pc & Power supporting Device

➤ Software Installation

➤ Hardware Installation

➤ Trouble shooting

➤ Maintenance of PC

➤ Introduction to computer networking

➤ Network components

➤ Tools & Equipments

➤ Clint Server Management

➤ Server Installation and configuration

➤ Linux Server Management

➤ Network Trouble shooting

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Soft Skills:

- Communicative English
- Spoken English
- Personality Development
- Skill Development
- Confidence Building
- BPO/Call Centre Training
- Personal Grooming
- Personal Interview

- Group Discussion

ABOUT THE INSTITUTE

The institute AASseT is a Govt. registered origination. Bearing No. It is also an ISO 9001:2000 certified organization for quality management under SCOPE, bearing NOC2008-02703 (AASseT) is situated at a prime location of Dhenkanal town providing a suitable ambience of education with its experienced faculty members. It has separate rooms for Class room with software & hardware labs. Each & every room is ventilated & lighted properly. Depending on the potential of the area / locality this institute is in a position to acquire a number of computers, printers, equipments, tools and consumables and the proper software that would be required to effectively convey the course to the students. AASseT has also its requisite books, periodicals & daily news papers that are very useful for the students. AASseT assures a promising future today in computer software, hardware networking, multimedia & soft skills with communicative & spoken English.

This institute is committed to provide the highest quality of service to the students. The basic objective is to spread technical & vocational education imparting self employment & job oriented training programs especially for rural unemployed youths. It is to empower them from the grass root level for different types of job opportunities.

OBJECTIVES

- To provide placement to all the students after the training programme.
- To provide standard education & training
- To carry out research & development in education
- To focus attention on rural areas for unemployed rural youth
- To improve their personal skill.
- To develop soft skills required for a wholesome personality
- To enhance personal effectiveness through business etiquette, personal grooming, public speaking, goal setting, interpersonal skills.
- To develop skills for facing interviews. *(Academy of Soft Skills & e-Technology)*
- To manage an office. **5, RATHAGADA, DHENKANAL, MOB.: 9132479720, 9937977930, 9937544234**
- To develop skills for body language, dressing sense, ordinance control and voice modulation.
- To prepare a resume.

FACILITIES

- Well equipped computer lab with internet connectivity
- Full fledged library and reading room with daily news papers (English/oriya)and periodicals.
- Fees concession for scholarship/meritorious students, economically weaker section (EWS) students, engineering & technical students, and rural people.
- Provisions for conducting seminars, group discussions, personality development, personal counseling & personal interview.

TEACHING METHODOLOGY

- Theory class room session
- Teaching by **Experience & High qualified faculties**
- Practical in lab
- Self teaching process through computer
- Seminars
- Personality development
- Projects

- Examination
- Communicative skill development program
- Tips & tricks of spoken English
- Faculty – students interactive classes
- Extra doubt clearing classes
- Extra practical classes through e lab
- Earn while learn through e- cad

PLACEMENT CELL

The institute has its placement cell where utmost care is being taken for the placement of the students who have completed there courses successfully.

General information:-

- Students must fill up registration form in his/her own hand writing at the time of admission.
- Students should submit their 2 no's of Xerox copies of 10th certificate, last qualification certificate/mark sheet, passport & stamp size photographs & other necessary documents (if any)
- The admission will be confirmed according to the candidate's performance in the test/interview.
- The institute has right to reject the admission of any candidate without assigning any reason there of.
- Form will not be accepted after the last date.
- Incomplete form shall be rejected.
- Minimum required attendance is 75% to appear at the exams.
- Fees & fines once paid are neither refundable nor adjustable.

COURSES PROVIDED *(anya Academy of Soft Skills & e-Technology)*

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The institute provides various types of course.

CAREER COURSES: -

MCA, BCA, MBA, BBA, MCSE, CCNA, RHCE, PGDCA, DCA, DCTT, HDCA, ADCHN, DCHE, CCO, CAPS, CCNT, DTP & etc.

PROJECT & SHORT TERM COURSES:-

VB.NET, JAVA, ORACLE, RDBMS, C, OOPS & C++, WEB DEGN., AUTO CAD, ,PHOTOSHOP, PAGEMAKER, COREL DRAW, TALLY etc.

SOFT SKILLS COURSES:-

Communicative English, Spoken English, Personality Development, Skill Development, BPO/Call Centre Training, Personal Grooming, Personal Interview, Group Discussion

COURSE DETAILS

SOFTWARE:-

COURSE:-CERTIFICATE IN COMPUTER OPERATION (CCO)

- **DURATION:-3MONTHS**
- **QUALIFACATION:-8TH PASS**
 - Principles of computer & IT
 - MS DOS/windows
 - Ms office(MS WORD,MS EXCEL, MS POWER POINT)
 - Internet & e-mail
- **COURSE:-DIPLOMA IN COMPUTER APLICATIONS (DCA)**
- **DURATION:-6MONTHS**
- **QUALIFACATION:-10TH PASS**
 - Principles of computer & IT
 - Ms dos/windows
 - Ms office(MS WORD,MS EXCEL, MS POWER POINT)
 - Programming in c
 - Internet & e-mail
- **OURSE:-POST GRADUATE DIPLOMA IN COMPUTER APLICATIONS (PGDCA)**
- **DURATION:-1 YEAR**
- **QUALIFACATION:-GRADUATE (ANY DISPLINE)**

SEMISTER -1 :-(as per DCA course details)

SEMITER -2:-

- Programming in C++
- Programming in visual basic
- Web designing(internet/html)
- System analysis & designing
- Financial accounting/tally

ASSET
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- Project

HARDWARE & NETWORKING

COURSE: - CERTIFICATE IN ASSMBLY OF PERSONAL COMPUTER (CAPC)

DURATION:-3 MONTHS

QUALIFACATION:-10TH PASS

- Principle of computer & it
- **Pc & processing unit**
- Assemble of pc & maintenance
- Installation of software

COURSE:-DIPLOMA IN COMPUTER HARDWARE ENGINEERING (DCHE)

DURATION:-6 MONTHS

QUALIFACATION:-10TH PASS

- Principle of computer & it
- Basic electronics
- Pc & processing unit
- Pc and power supporting devices
- Assemble of pc & maintenance
- Installation of software
- Trouble shooting
- Seminar

COURSE:-ADVANCE DIPLOMA IN COMPUTER HARDWARE & NETWORK (ADCHN)

DURATION:-6MONTHS

QUALIFACATION:-12TH PASS

- 1st semester:-(as per the DCHE course details)
- 2nd semester :-
- Fundamental of net working
- Windows server management
- Netware server management
- Linux and installation
- Projects

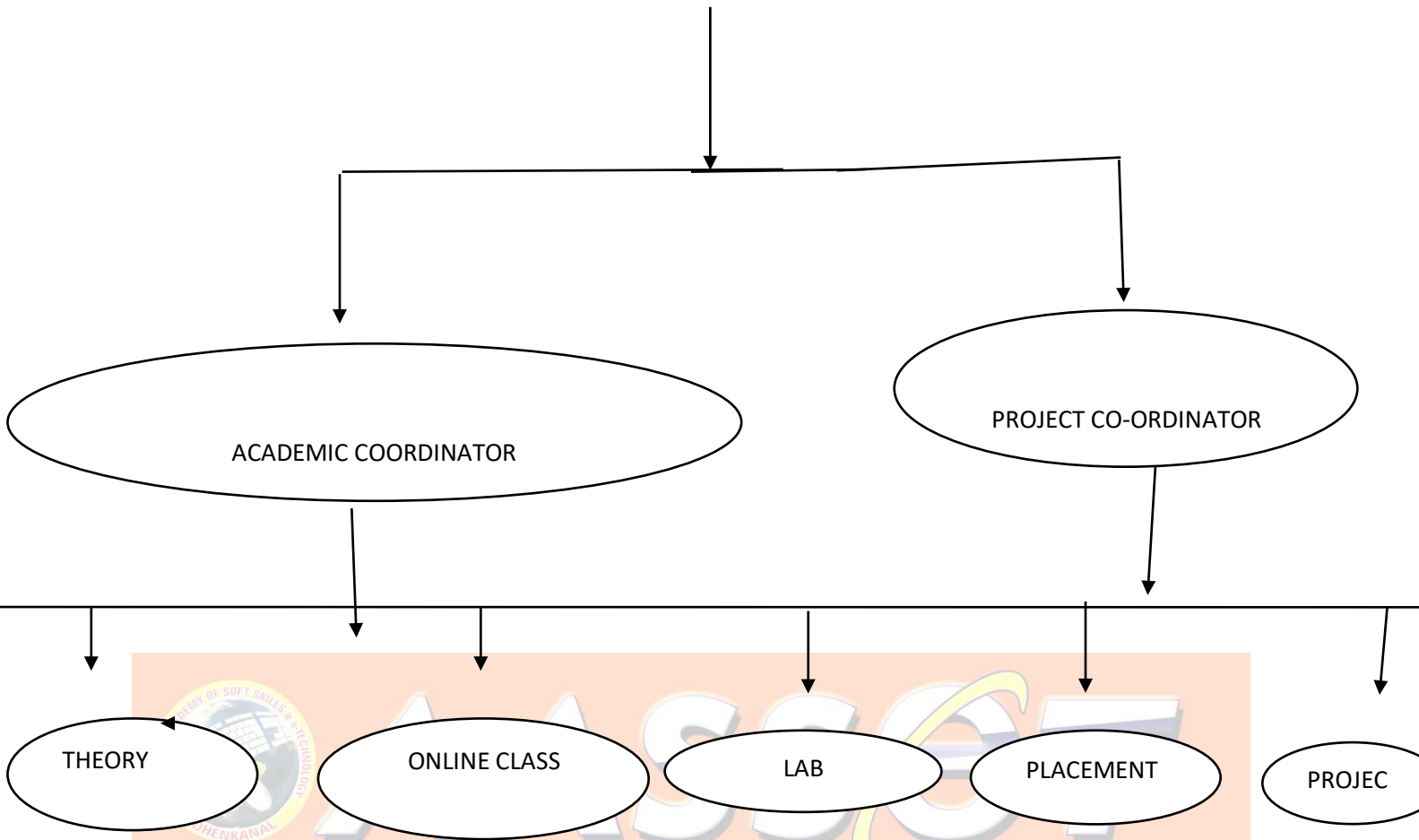
Soft Skills:-

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BACK DURATION:-6MONTHS THAGADA, DHENKANAL, MOB.: 9132479720, 9937977930, 9937544234

QUALIFACATION:-10th PASS or above

- Communicative English
- Spoken English
- Personality Development
- Skill Development
- Confidence Building
- BPO/Call Centre Training
- Personal Grooming
- Personal Interview
- Group Discussion



ANANYA

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