

HOLY CROSS VOCATIONAL TRAINING INSTITUTE, ALAMBAGH, LUCKNOW 226005

PROVIDES THE FOLLOWING JOB ORIENTED DIPLOMA COURSES. (Boys & Girls)

Office: 0522 2905107, Mob: 9161352045

INSTITUTIONAL DIPLOMA COURSES		Qualification	Duration	Timing
1	SECRETARIAL COURSE- Accountancy, Tally, Office Management, Commercial Correspondence, Secretarial Practice, Value Education, English, English & Hindi Typing, Computer Science, Internet (Girls & Boys)	Class 12	July – May (1 year) 2 months practical)	9.00 am to 3:00 pm
2	FASHION DESIGNING WITH COMPUTER – Colour Theory, Hand Embroidery, Design Ideas & GMT Sketching or Coloring, Fashion illustration elements of Designing, Draping or Rendering Tech. Theory Market Survey CAD, Jewellery, Block Painting, Tie & Dye, fabric Painting. (Girls & Boys)	Class 12	July – June (1 Year)	8:30 am to 12:30 pm
ITI TRADES Recognized by Govt. of India NCVT (National Council for Vocational Training)				
3	COMPUTER OPERATOR & PROGRAMMING ASSISTANT (COPA) Introduction to computers and windows Operating System, History, Generations, Types, Advantages and applications of computers, Concepts of hardware and software, Computer hardware basics, concepts of networking, computer handling and basic level troubleshooting, computer hardware basics and software installation, Word Processing, Spread sheet application, Image editing, Creating presentations and using open office, database Management systems, Networking concepts, Internet Concepts, Web Design Concepts (html, xhtml, xml), Java Script, Java Pro. (bluej), Introduction to VBA, Features and applications, smart Accounting, E-commerce, Cyber Security, Hindi & English Typing, Employability skill. (Girls & Boys)	Class 10 & above	August – July (1 Year)	9:00 a.m to 3:00 p.m
4	CUTTING & SWING – Theory in Detail, Pattern Cutting and Drafting, Practical Garments, Social Studies, Garments of all kinds, Hand Embroidery, Employability skill. (Girls & Boys)	Class 8 th & above	August – July (1 Year)	9:00 a.m to 3:00 p.m

PART TIME COURSES				
1	BASIC COMPUTER- MS Office (MS_ Word, MS – Excel, MS – Power Point)	Class 10 th & above	3 Months	
2	COMPUTER HARDWARE-	Class 10 th & above	4 Months	
3	BOUTIQUE MANAGEMENT- Fashion Studies Market Analysis, How to start a Boutique, Fashion Forecasting GMT, Visual Merchandising.	Class 10 th & above	6 Months	
4	TYPING- HINDI & ENGLISH	Class 10 th & above	3 Months	
5	TAILORING – Drafting & Sewing of 20 Items	Class 10 th & above	3 Months 4 Months	
6	MACHINE EMBROIDERY- Table Cloth, Pillow cover, Cushion.	Class 10 th & above	3 Months	
7	HOBBY COURSES- Paper work, Ceramic work, Fabric Painting, Flower Making, Different Painting, Candle Painting, Box & Tray Making.	Class 8 th & above	3 Months	
8	SPOKEN ENGLISH- Basic Grammar, Conversation, Group Discussion, Confidence Building up, Personal Attention, Goal Building up.	Class 10 th & above	3 Months	
NOTE: Hostel facilities (Only for girls) (Boys will be helped to find accommodation)				
Name of the courses		Duration		
1	Secretarial Course (Institutional Diploma)	9 Months		
2	I.T.I Trades Govt. recognized (COPA, Cutting & Sewing)	1 Year		