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2021-2022



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## From the Director's Desk



I take the pleasure in welcoming you to Inter Language and Career Academy (ILCA).

At ILCA we are dedicated towards the proper growth and development of each and every student for a better career prospect. Our career

development programs are structured in accordance to the needs of the modern world. At ILCA we intend to support your well-being, growth and success in a caring environment.

ILCA has a team of highly qualified, experienced and dedicated faculties who devote their time and expertise not only to train but also for the overall development of the students.

We are a unique educational institution as we combine traditional academia with modern day pre-requisites in order to prepare tomorrow's leaders. ILCA's association with Worlds

Leading International Business Schools, Wide Dimensioned Universities and International Training Institutes, gives our students the multicultural exposure during the Course and Practical Sessions.

Besides, faculties from other renowned institutions around the Globe delivering lectures, help augment studies beyond curriculum.

Our 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 challenges, and follow a continuous path of growth.

ILCA 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.

### Dear Students,

"We at ILCA offer a variety of programs designed to either lay the foundation of your career or development of the same while enabling you to confidently explore new areas for professional opportunities. Our programs are relevant, timely, and adept to address new social and economic challenges in a global context. We have a number of dynamic Soft Skill Development Programs each offering a unique path tailored for students with different backgrounds and career goals.

If you intend to move up the career ladder or make lateral change to focus on solving business problems (e.g. strategic level decisions) instead of functional area problems (e.g., marketing analytics, financial analysis), then just an MBA is not enough to achieve your career goals. There you will require explicit techniques and exclusionary skills. For such

crucial decisions our highly efficient and competent team of faculties and counselors are equipped to guide you towards your ultimate goal.

We are hopeful that at successful completion of the course(s) you would be technically sound, confident and have exceptional leadership skills.

On behalf of ILCA wish all our prospective students a successful career unceasing growth."

Thanking You

**Dr. Amrit Das, Director**  
Inter Language Career Academy

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# About Us

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## WHY US

ILCA offers the pedestal to explore the varied opportunities of one's future. We provide tailor-made courses in diverse areas like Teaching English and Integrated Teacher's Program including the best practices adopted in the industry. We also cater to the need of communication and personality development which is a principal pre-requisite for the rapidly changing employment scenario.

We aim to bring forth the best opportunities for you to prosper in your career. We are always trying to keep ourselves updated so that we can equip others in creating a better niche for them.

To augment the multicultural dimension of the trainees ILCA

brings forth foreign collaborations with some of the most renowned universities across the globe such as:

**Kings College London**

**Coventry University**

**University of Southampton**

**University of Twente**

**Royal Observatroy Greenwich**

**The Open University,UK**

**Lancaster University**

## VISION

To become one of the leading institutes in India by setting standards of excellence in innovative curriculum design, teaching, professional development, and cross cultural understanding.

To create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge.

## MISSION

Our Mission is to provide quality education and foster a holistic environment that builds a foundation for life-long learning.

Our goal is to empower individuals to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the development of global world.



# Diploma in Pre- Primary and Primary Teacher's Training Course

The Pre-Primary and Primary Teacher Training course by ILCA is a dynamic and comprehensive course for Pre-Primary teachers. This course offers an extensive knowledge to the aspiring teachers to face the challenging teaching situations with young learners.

This course includes international theories and 21st Century methodologies for teaching children from different background and experiences. This course also focuses on latest teaching methods and classroom teaching practices combined with feedback from experienced faculties.

## Highlights

- Synchronised with latest teaching methodologies
- Attuned with NEP 2020
- Activity Based Teaching Learning
- Accredited by International Accreditation Organisation (IAO) and CPD Centre for Continuous Professional Development.

## Who Can Pursue?

- Higher Secondary or Graduates in any discipline.
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals keen to pursue teaching as career.

## Modes of Learning

In class/ Online

## Duration

12 Months

## Course Component

- Early Childhood Care and Education
- Attributes of Young learners
- Class management
- Child psychology
- Use of resources efficiently in the classroom.
- Lesson Planning and Teaching strategies for young learners
- Strategies for evaluating and assessing the young learners
- Subject Pedagogies

## Job opportunities

- The Course opens up numerous opportunities to work as Pre Primary Teacher across the Globe in CBSE, ICSE, IGCSE, IB or Any State Board schools.
- Individuals who plan to open their own Pre-Primary school.

## Placements

We have an in-house dedicated placement cell which provides 100% placement assistance.

## Certification

- Diploma by **Interlanguage and Career Academy (ILCA).**
- Dual certification by **Foreign Universities**

► Special Education Needs :  
**Lancaster University, UK**

► English As A Medium Of Instruction For  
Academics  
**University Of Southampton, UK**

► Essentials Of Personality Development:  
**Royal Observatory, Greenwich**

► Early Childhood Care And Education  
**British Council**



# Diploma in Montessori Teacher's Training Course

The Montessori Method of Education is an educational theory which considers children as naturally eager for knowledge and capable of initiating learning in a sufficiently supportive and well-prepared learning environment. It discourages some conventional measures of achievement, such as grades and tests.

At *ILCA*, we provide hands-on experience with all the different Montessori apparatus. Our well thought curriculum covers their-depth areas of Montessori Teacher training.

## Who Can Pursue?

- Higher Secondary or Graduates in any discipline.
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals keen to pursue teaching as career.

## Modes of Learning

In class/ Online

## Duration

12 Months

## Course Component

- Principles of Montessori Method
- Child Psychology and case studies
- Introduction of Didactic Apparatus
- Story telling sessions for young learners
- Early Childhood Care and Education

## Job opportunities

- The Course opens up numerous opportunities to work as Pre Primary Teacher across the Globe in CBSE, ICSE, IGCSE, IB or Any State Board schools.
- Individuals who plan to open their own Montessori school.

## Placements

We have an in-house dedicated placement cell which provides 100% placement assistance. We have numerous job openings with our clients.

## Certification

- Diploma by *Interlanguage and Career Academy (ILCA)*.
- Dual certification by *Foreign Universities*

- ▶ Special Education Needs :  
**Lancaster University, Uk**
- ▶ English As A Medium Of Instruction For Academics  
**University Of Southampton, Uk**
- ▶ Essentials Of Personality Development:  
**Royal Observatory, Greenwich**
- ▶ Early Childhood Care And Education  
**British Council**





# TEFL/TESOL

TEFL is the acronym of Teaching English as a Foreign Language and TESOL is the acronym of Teaching English to the Speakers of Other Language. Both are similar to each other and it can be seen as English language instruction for the non-native speakers. As the demand for learning English language has grown leaps and bound hence the requirement of quality TEFL teacher is insatiable all across the globe.

The teachers need to learn the TEFL methodologies and various techniques to make it as instructive as possible. On the other hand the teachers need to understand the job role and responsibilities.

The courses are designed in such a way by the experts that can educate both the aspiring and working teachers with the elements of excellence. The courses also comprise a comprehensive knowledge about modern teaching and the effective parameters of it. The courses are also dedicated to enhance other skills of a teacher that makes him or her complete performer in the global classroom with confidence.

## Eligibility for TEFL/TESOL COURSE

Any graduate in any discipline with basic knowledge in English makes one eligible to pursue professional TEFL course.

## Highlights

- 4 weeks of intensive learning session comprising of 120 hour in total.

- Best tutor support along with study materials.
- Activity based learning.
- Internationally accredited certificate from 'WORLD TESOL ACADEMY'
- Accredited from 'ACCREDITAT'

## Modes of learning

In class/ Online

## Duration

120 Hours- 4 weeks

## Certification

- Certificate by **WORLD TESOL ACADEMY'** in colaboretion with **Inter Language and Career Academy (ILCA)** accredited by **World Tesol Academy**
- Dual Certification by **Foreign University.**

- ▶ Special Education Needs :  
**Lancaster University,UK**
- ▶ English As A Medium Of Instruction For Academics  
**University Of Southampton, UK**
- ▶ Essentials Of Personality Development:  
**Royal Observatory, Greenwich**
- ▶ Early Childhood Care And Education  
**British Council**





# Integrated Teachers Development Programme

Over years teachers role has changed from teachers to facilitators. According to the ever changing educational landscape teaching and learning is an infinite circle. They need to keep updating themselves with the latest teaching skills. A 21st century teacher not only plays the role of an educator but also a mentor and a guide. Therefore upliftment of teachers is the need of the hour which is also supported by our honourable education ministry in national education policy (NEP) 2020 wherein 50hrs of professional development training has been emphasized. Fostering this initiative, we at ILCA, has introduced interested teacher's development programme which is a tailor-made course which encapsulates all the modern teaching methodologies required for modern teaching methodologies.

## Course highlights

- Synchronised with latest teaching methodologies
- Attuned with NEP 2020
- Activity based teaching learning
- Accredited by international accreditation organisation (IAO) and CPD centre for continuous professional development.

## Who Can Pursue?

- In-service teachers
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals eager to pursue teaching as career.

## Modes of learning

In class

## Duration

3 Months

## Job opportunities

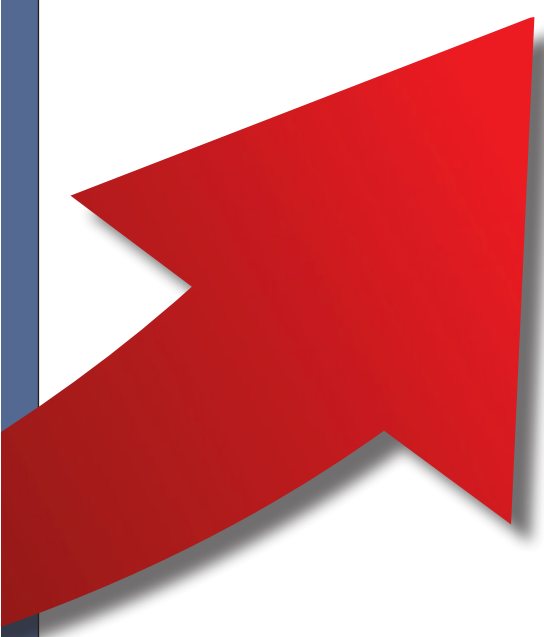
- Work as primary and pre-primary teacher in any CBSE, ICSE, IGCSE, IB or any state board schools.
- Work as Montessori teacher in any CBSE, ICSE, IGCSE, IB or any state board schools.
- Become school principal

## Placements

We have an in-house dedicated placement cell which provides 100% assistance.

## Certification

- Diploma certificate by **Interlanguage And Career Academy (ILCA)**.
- Certification by **Foreign Universities**.
  - ▶ Special Education Needs :  
**Lancaster University, UK**
  - ▶ English As A Medium Of Instruction For Academics  
**University Of Southampton, UK**
  - ▶ Essentials Of Personality Development:  
**Royal Observatory, Greenwich**
  - ▶ Early Childhood Care And Education  
**British Council**



# Early Childhood Care and Education

Early childhood care and education is a multidisciplinary field that relies on insights from several fields like human development, psychology, sociology, and medicine, particularly neuroscience.

Having said the importance of the lifespan stage - the early childhood and the magnitude of the care and education components of it, this credit course on early childhood care and education serves as a curriculum framework for children from birth to six years. It aims to provide information for the adults to plan and provide enjoyable learning experiences so that every child grows and develops as a competent and confident learner.

The course provides a platform for the learner to explore and reflect the above said aspects by using multiple pedagogical techniques such as assignments, discussions, designing portfolio and first-hand experience as an intern, thereby encouraging you to be an effective ecce provider.

## Highlights

- Developing an enthusiasm for learning
- Fostering social skills
- Instilling team/sharing attitudes
- Promotes a holistic development
- Enhancing age-appropriate use of technology

## Who Can Pursue?

- Freshers
- In-service teachers
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals eager to pursue teaching as career.

## Duration

12 Weeks

## Mode of learning

In class/ Online

## Job opportunities

- Work as primary and pre-primary teacher in any cbse, icse, igcse, ib or any state board schools.
- Work as montessori teacher in any cbse, icse, igcse, ib or any state board schools.
- Asst. Preprimary teacher
- Home tutor
- ECE content developer

## Placements

We have an in-house dedicated placement cell which provides 100% assistance.

## Certification

- Diploma certificate by inter language and career academy (ILCA).
- Certification by foreign universities.
  - ▶ Special Education Needs :  
**Lancaster University, UK**
  - ▶ English As A Medium Of Instruction For Academics  
**University Of Southampton, UK**
  - ▶ Essentials Of Personality Development:  
**Royal Observatory, Greenwich**



# Special Education Needs

The term 'Special Educational Needs' is used to describe learning difficulties or disabilities that make it harder for children to learn than most children of the same age. Children with Special Educational Needs (SEN) are likely to need extra or different help from that given to other children their age.

The certificate course of ILCA will help the teacher to provide help and support to the children with special educational needs. The course will equip the teacher to set an inclusive classroom for the learners.

## Who Can Pursue?

- Higher Secondary or Graduates in any discipline.
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals keen to pursue teaching as career.
- Educators eager to explore opportunities as CWSN facilitators

## Modes of Learning

Online

## Duration

16 hours

## Course Component

- Need for understanding Special Educational Needs (SEN)
- Comprehending the learning disabilities in young learners.

## Certification

- ▶ English As A Medium Of Instruction For Academics  
**University Of Southampton, Uk**
- ▶ Essentials Of Personality Development:  
**Royal Observatory, Greenwich**
- ▶ Early Childhood Care And Education  
**British Council**



# English As A Medium Of Instruction For Academics

English is the universally accepted language. English crosses cultures, countries and industries. It's often used as a 'common medium' if neither person is a native speaker. Having a firm grip in the classroom language will enable the teacher to convey the lessons in an appropriate way.

At ILCA, we provide an environment where a teacher gets an opportunity to nurture the classroom language with the help of different techniques such as audio visual method, role plays etc.

## Who Can Pursue?

- Higher Secondary or graduates in any discipline.
- Professionals keen to upgrade with the latest teaching methodology.
- Professionals keen to pursue teaching as career.

## Modes of learning

Online.

## Duration

16 Hours

## Course component

- Enhancement of LSRW skills
- Words and phrases used for conversation
- Basic phonetics
- Basic grammar
- Presentation skills

## Certification

- Certificate by *Interlanguage And Career Academy (ILCA)*
- Dual certification by *Foreign Universities*.





# Essentials Of Personality Development

Presenting to an audience, either online or in person, can be a daunting prospect, and requires specific skills in order to be successful. You'll reflect on your own presentation style, identifying aspects where you feel you excel as well as areas where you need to improve.

This course is designed in a way which will help the trainees to showcase their social and persuasive skills. The trainees will get opportunities to explore the different arenas of public speaking skills which will involve non- verbal communication, body language and gestures etc.

## Who Can Pursue?

- Students who have completed Secondary /Higher Secondary or Graduation in any discipline are eligible to pursue this course.
- Job seekers
- Professionals

## Modes of Learning

Online/Inclass

## Duration

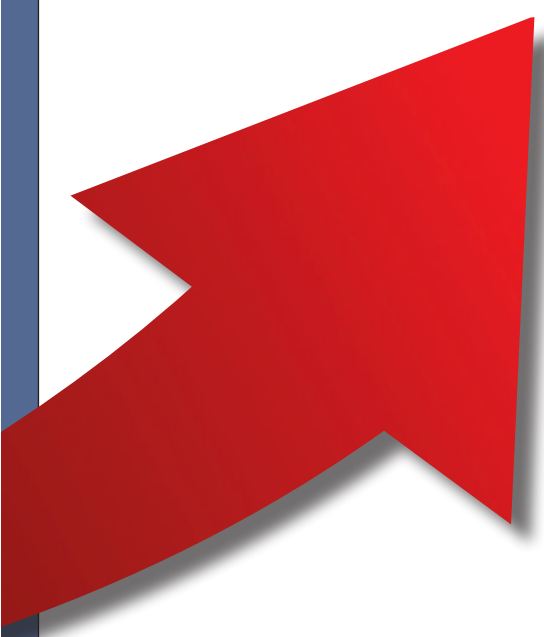
6 Weeks

## Course Component

- Enhancement of LSRW skills
- Presentation skills
- Fundamentals of effective communication
- Understanding the audience needs
- Interview skills
- Body language and presentation
- Modulation and intonation of voice

## Certification

- Certificate from *Interlanguage and Career Academy (ILCA)*
- Certification provided by *Foreign Universities*.



# Fundamentals of Marketing

Marketing is a basic function in any organizational management. For any product or service to be successful, it is important that it is communicated in the right way, to the right people, at the right time and in the right place! This is the main function of marketing.

This course will explain what marketing is all about in the simplest of terms and lay the foundation to the pathway of excellence in marketing.

## Who Can Pursue?

- Students who have completed Higher Secondary or graduation in any discipline are eligible to pursue this course.
- Professionals interested in upgradation of their career.

## Modes of learning

Online / In Class

## Duration

12 Weeks

## Course component

- Difference between marketing and selling
- Targeting strategies
- Differentiation parameters
- Branding
- Channel design and management

## Certification

- Certification from *Interlanguage And Career Academy (ILCA)*
- Dual certification by *Foreign Universities*.



# Fundamentals of Human Resource Management

Be it Human resources or management of Human Resource both are equally important in any organization. HRM encompasses the management of people in organizations from a macro perspective i.e. managing people in the form of a collective relationship between management and employees. It is also a strategic function of the management where in HR policies are formulated in alignment with the strategic goals of the organisation. Human Resource Management links people-related activities to business strategy. The course develops a critical understanding of the role and functions of various human resource activities in an organisation. It provides learners with a comprehensive review of key HRM concepts, techniques and issues.

## Who Can Pursue?

- Higher Secondary Or Graduates In Any Discipline
- Professionals Interested In Upgrading Their Career.

## Modes Of Learning

In Class / Online

## Duration

12 Weeks

## Course Component

- Staffing Management
- Compensation Management
- Human Resource Development
- Employee Relations
- Employment Relations.

## Certification

- Globally Accepted Certificate from *Interlanguage And Career Academy (ILCA)*
- Dual Certification form *Foreign University*.



# Accreditations

- International Accreditation Organisation (IAO)
- CPD Certification Centre
- International Montessori Society
- World Tesol Academy – Accredited
- Certifications From Foreign Universities





## INTERLANGUAGE AND CAREER ACADEMY

### Admission Form

\*Kindly fill up the form in block letters

\*\*Do not use any abbreviations

\* **Required**

Email address \*

---

Course applied for\*:

(Check all that apply)

- ☐ TEFL/TESOL
- ☐ Diploma in Pre-Primary and Primary Teacher's Training Course
- ☐ Diploma in Montessori Teacher's Training Course
- ☐ Integrated Teacher's Development Program
- ☐ Special Education Needs
- ☐ Early Childhood Care and Education
- ☐ English As a Medium Of Instruction
- ☐ Fundamentals of Marketing
- ☐ Fundamentals of HR and Leadership
- ☐ Essentials of Personality Development

### Applicant's Detail:

1. Name \*: \_\_\_\_\_

2. Age\*: \_\_\_\_\_

3. Gender\*: ☐ Male ☐ Female ☐ Other

(Mark only one oval)

4. Date of Birth\*: \_\_/\_\_/\_\_\_\_

5. Nationality\*: \_\_\_\_\_

6. Present Address (In Full)\*:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Permanent Address\*:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Phone Number \*: \_ \_ \_ \_ \_

9. Heard about ILCA from: \_\_\_\_\_

### Educational Details:

10. Previous Educational Qualification (Please fill up the latest Qualification)\*:

- ☐ Master's
- ☐ Graduate
- ☐ Diploma
- ☐ 12th
- ☐ 10th

11. Name of your previous University/College/School/Institution\*:

\_\_\_\_\_

12. Are you employed \*? ☐ YES ☐ No  
(Check all that apply)

13. Name of the Organisation\* \_\_\_\_\_

### Parent's/Guardian's Details:

14. Guardian's Name\*: \_\_\_\_\_

15. Phone Number \*: \_\_\_\_\_

16. E-mail address(if any) \*: \_\_\_\_\_

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, my candidature may be rejected at any point of time. I am also aware that the fees paid for enrolment is non-refundable. I further affirm to all the above stated conditions.\*

Date:

Signature:



## Education in Innovation

At ILCA we offer innovative education and training courses (both off line and online) with a curriculum of the highest quality endorsed worldwide.



**ILCA** INTER LANGUAGE AND CAREER ACADEMY  
*Upscale Your Career*

[www.ilca.in](http://www.ilca.in) | For Details Call: 033 4029 2737



“Education Is The Manifestation  
Of Perfection Already In Man”  
**Swami Vivekananda**





# Your **Confidence** Comes From Your **Education**, enhance it with our **Innovation**

#### Diploma Courses:

- Pre-Primary And Primary Teacher's Training Course
- Montessori Teacher's Training Course

#### Certificate Courses:

- Early Childhood Care And Education
- Special Education Needs
- English As A Medium Of Instruction
- Integrated Teacher's Development Program

#### Management Courses:

- Fundamentals Of Marketing Management
- Fundamentals Of Human Resource

#### Personality Development Program:

- Essentials Of Personality Development

#### Highlights:

- International Certification from Renowned Universities
- Internationally Accredited Courses
- Internship & Inclass Practical Training



## Online Courses Available

For Details Call:

07605-0299-90/91/92

Landline no: 033 40292737

Toll free no: 1800 121 8663

#### Office Address:

PS Srijan Corporate Park, 18th Floor, GP Block  
Sector V, Bidhannagar, Kolkata- 700091