

PRIVILEGED COMPUTER COURSES**COURSE CODE - PC***[Days : Mon. to Sat.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Advance Diploma in Information Technology 16 mths (1hr/day) 700/- 1050/- 17500/- P.M. ***15820/-**

Fundamentals, Windows, MS-Office (Word, Excel*, Power Point, Access, Publisher), Internet, D.T.P. (InDesign, Corel Draw, Illustrator, Photoshop), Tally*, HTML 5.0, Flash, CSS, Dream Weaver, Java Script, Hardware & Software Management with Network Concept and N.T.S.

02 Diploma in Computer Application 8 mths (1hr/day) 700/- 1050/- 9100/- P.M. ***8260/-**

Fundamentals, Windows, MS-Word, MS-Excel*, MS-Power Point, MS-Access, MS-Publisher, Internet, Tally*, Hardware & Software Management with Network Concept and N.T.S.

03 Advance Diploma in Computer Teacher Training 12 mths (2hr/day) 700/- 2000/- 24700/- P.M. ***22300/-**

Fundamentals, Windows, MS-Office (Word, Excel*, Power Point, Access, Publisher), Internet, D.T.P. (InDesign, CorelDraw, Illustrator, Photoshop), Tally*, HTML 5.0, Flash, CSS, Dream Weaver, Java Script, Prog. in 'C', 'C++', 'Python', 'Java', H/W & S/W Mgmt. with Network Concept and N.T.S., Teaching Methods, Soft Skills and Personality Development

IMPORTANT NOTES

1. **FREE** Com. Typing on every Saturday : PC-01: 10 mths (Eng.) + 6 mths (Hindi); PC-02 : 8 mths (Eng.); PC-03 : 8 mths (Eng.)x2 + 4 mths (Hindi)x2
2. *Advance Excel and/or Advance Tally - Additional Fee of **Rs.1300/-** each.

REGULAR COMPUTER COURSES**COURSE CODE - RC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Diploma in MS-Office 6 mths (1hr/day) 700/- 1000/- 6700/- P.M. ***6100/-**

Fundamentals, Windows, MS-Word, MS-Excel*, MS-Power Point, MS-Access, MS-Publisher, Internet & N.T.S.

02 Diploma in Desk Top Publication 6 mths (1hr/day) 700/- 1000/- 6700/- P.M. ***6100/-**

Fundamentals, Windows, InDesign, CorelDraw, Illustrator, Photoshop, Internet and N.T.S.

03 Advance Diploma in Computer Application 12 mths (1hr/day) 700/- 1000/-12700/- P.M. ***11500/-**

Fundamentals, Windows, MS-Office (Word, Excel*, Power Point, Access, Publisher), Internet, D.T.P. (InDesign, CorelDraw, Illustrator, Photoshop), Tally*, Hardware & Software Management with Network concept and N.T.S.

04 Diploma in Data Entry & Office Automation 6 mths (2hr/day) 700/- 1700/- 10900/- P.M. ***9880/-**

Fundamentals, Data/Information, Data Processing, eGovernance Applications, Windows, Word Processing, Spread Sheets*, PPT Presentations, Database Mgmt., Networks, E-Mail Mgmt., Data Input/Typing (E/H), Soft Skills: Personality Development & Writing Skills

IMPORTANT NOTE

1. *Advance Excel and/or Advance Tally - Additional Fee of **Rs.1300/-** each.

WEB PAGE DESIGNING COURSE**COURSE CODE - WDC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Diploma in Web Page Designing 6 mths (1hr/day) 700/- 1050/- 7000/- P.M. ***6370/-**

Fundamentals, Windows, Internet, Photoshop, HTML 5.0, Flash, CSS, Dream Weaver & Java Script

w.e.f. 01-Jan-2022

PROMISING

PURPOSEFUL

PRACTICAL

PROGRAMMING LEVEL COURSES**COURSE CODE - PLC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Certificate in Programming (C) 2 mths (1hr/day) 700/- — `3100/-

Introduction, Decision & Loop Control, Function, Arrays, Pointers, Structure and File Processing

02 Certificate in Programming (C++) 2 mths (1hr/day) 700/- — `3100/-

Introduction, Decision & Loop Control, Function, Inheritance, Object & Classes, Arrays, Operator Overloading, Pointers, Streams, Exception Handling

03 Certificate in Programming (Visual Basic) 2 mths (1hr/day) 700/- — `3100/-

Introduction, Controls, Variables, Constants & Calculation, Decisions and Conditions, Functions, Lists, Loops, Arrays and working with Data files

04 Certificate in Programming (Java) 2 mths (1hr/day) 700/- — `3700/-

Introduction, Features, Operators, Decision & Loop Ctrl., Classes & Objects, Arrays & Strings, Interfaces, Packages, Multithreading, Exception Handling, Applet & Graphic programming & Managing Files

05 Certificate in Programming (Python) 3 mths (1hr/day) 700/- — `4900/-

Introduction, Algorithm & Flow Chart, Operator, Expressions, Statement, Sequence-Data Type, Functions, File Processing, Scope & Modules, NumPy Basics, OOPs

06 Certificate in (SQL) 2 mths (1hr/day) 700/- — `3100/-

Intro. to Structural Query Language, Database, WildCards, Joins, Unions, Select, Create Table, Constraints, drop, Alter, View, Functions

*inclusive of Adm. Fee

SHORT TERM COMPUTER COURSES**COURSE CODE - STC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Certificate in Computer Application 3 mths (1hr/day) 700/- 1250/- 4450/- P.M. ***4075/-**

Fundamentals, Windows, MS-Word, MS-Excel, MS-Power Point and Internet

02 Certificate in MS-Office 2 mths (2hrs/day) 700/- 2300/- 5300/- P.M. ***4840/-**

Fundamentals, Windows, MS-Word, MS-Excel, MS-Power Point, MS-Access and Internet

03 Certificate in Desk Top Publication 2 mths (2hrs/day) 700/- 2300/- 5300/- P.M. ***4840/-**

Fundamentals, Windows, InDesign, CorelDraw, Illustrator and Photoshop

04 Certificate in Tally/Advance Tally 2 mths (1hr/day) 700/- — `3700/-

Tally : Business Accounting, Inventory Solution with GST (Composition, BOM, E-way Bill), TDS, TCS, Payroll

05 Certificate in Advance Excel 2 mths (1hr/day) 700/- — `4300/-

Excel Basics, Conditional Formatting, Links, Graph, Sort & Filter, References, Protection, Goal Seek, Macros, Pivot Table, Styles, Data Analysis, Validation, Consolidation, Math & Trig/Statistical/Logical/Text/Date & Time/ Lookup/Financial Functions & MIS Report

06 Certificate in Advance E-Accounting 3 mths (2hrs/day) 700/- — `4800/- +3800/- 8600/-

Basic and Advance Excel as per the contents of STC-05 as above plus Basic and Advance Tally with GST as per the contents of STC-04 as above, including E-filing (GST Returns, TDS Returns and Income Tax Return) etc.

07 Certificate Course (Any One Software) 1 mth (1hr/day) 700/- — `1900/- *2100/- **2200/-

Windows/Word/Excel/PowerPoint/Access/Internet/InDesign*/Corel Draw*/Photoshop*/Illustrator*/HTML 5.0**/Java Script**/Dream Weaver & CSS**/Flash**/Linux**

*inclusive of Adm. Fee

w.e.f. 01-Jan-2022

PROMISING

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FOUNDATION COURSES (NIELIT)**COURSE CODE - FC***[Days : Mon. to Sat.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Course on Computer Concepts (CCC) 3 mths (1hr/day) 700/- 2100/- 7000/- P.M.

Introduction, Operating System(GUI), Word Processing, Spreadsheets, Communication & Internet, WWW & Web Browsers, Communication & Collaboration, Presentation

02 'O' Level (IT) Course (DOEACC) 12 mths (2hr/day) 700/- 2300/- 28300/- P.M. ***25540/-**

IT Tools & Network Basics, Web Designing & Publishing, Programming & Problem Solving through Python, Internet of Things and its Application along with Practicals & Project Work

*NIELIT Regn./Exam Fee Extra

IMPORTANT NOTES

1. Eligibility/Syllabus/Reg./Exam.Fee as per NIELIT. Details at Website/ Notice Board. Exams/Certificate by NIELIT, Govt.of India. A Completion Certificate with equivalent Course Title may also be obtained from the Institute on the terms & conditions mentioned in General Instructions.
2. Only theory classes for CCC available @ 1200/-p.m. for other courses.
3. Separate classes for 'O' Level also available @ Rs.7000/- per module.

PC MANAGEMENT COURSE**COURSE CODE - PMC***[Days : Mon. to Sat.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Certificate in Hardware & Networking 6 mths (2hrs/Sat.) 700/- — `4500/-

Fundamentals, Peripherals, DOS/Win/Linux, PC Assembly, Windows/Drivers/Software/Hardware Installation, Troubleshoot, Utility/Network Tools, Internet Application

*inclusive of Adm. Fee

TYPING & PRACTICE COURSES**COURSE CODE - TC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Computer Typing (Monthly Basis) (1hr/day) 150/- 750/- — English / *Hindi (Typing Tutor/MS-Word) *800/- P.M.

02 Computer Typing (Monthly Basis) (1hr/day) 150/- 750/- — P.M.

OTHER CAREER COURSES**COURSE CODE - OC***[Days : Mon. to Fri.]*

Duration	Adm	Mthly	Total
Chg	Fee	Fee	Fee

01 Shorthand/Stenography (English) 6 mths (1hr/day) 150/- 800/- — P.M.

02 English Speaking 5 mths (1hr/day) 150/- 750/- — P.M. (Three days per week)

SPECIAL ONLINE DIGITAL LITERACY PROGRAMME (DLP)

Regn. Rs.650/- only केवल 50 वर्ष से अधिक व्यक्तियों अथवा गृहणियों के लिये **15 Sessions (No Fee)** (Computer Basics, Intro. MS-Word, Emails, Social Websites, E-Commerce, E-Payments, Internet / Mobile Banking, Cyber Security etc.)

GENERAL INSTRUCTIONS

1. Mthly Fees include Tuition, Exam., Lab. Maint. & Study Mat. Fee/Charges.
2. **10%** discount on lump sum payment of total fee marked as (#).
3. All fees payable in advance and are non-refundable.
4. The Regn. is valid for 1 year or till the course, whichever is later & only difference of Adm. Fee, if any, has to be paid for any new course. Old Computer registered students have to pay only 50% Adm. Fee for any new course.
5. One computer course may be allowed to be converted into other course subject to the specific terms and conditions of the Institute.
6. All the Computer Courses can also be done on monthly fee basis without any specific duration or time limit.
7. Some Computer Courses can also be done **ONLINE** in batch system mode. However, every Saturday will be allotted for personal interactions.
8. Computer students are required to complete all 'Computer Assignments and Examinations' to evaluate their performances.
9. After successful completion of the course, the students may obtain their Certificates by filling a prescribed application form and depositing Certificate Processing Fee of **Rs. 250/-**.
10. PC/Typing/Shorthand Course student may obtain Typing/Shorthand Certificate by paying **Rs.150/-**, subject to minimum prescribed speed.
11. The students may book time for practice on Saturdays (optional). The 2nd Saturday of every month will be **NO PRACTICE** day for all students. However, extra classes may be held on that day to furnish learnings.