

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

Duration	Adm Chg	Mthly Fee	Total Fee
16 mths (1hr/day)	750/-	1250/-	20750/- P.M.

01 Advance Diploma in Information Technology

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

18750/-*02 Diploma in Computer Application**

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.

9750/-*03 Advance Diploma in Computer Application**

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.

14250/-*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) + 4 mths (Hindi)
2. *Avail 60% discount on adding content of STC-04/05 with 1 hour for 1 month extra for each

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

Duration	Adm Chg	Mthly Fee	Total Fee
6 mths (1hr/day)	750/-	1150/-	7650/- P.M.

01 Diploma in MS-Office

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

6960/-*02 Diploma in Desk Top Publication**

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

6960/-*03 Diploma in Office Management**

Fundamentals, Windows, MS-Word, MS-Excel*, MS-Power Point, Internet, InDesign, CorelDraw, Photoshop, Hardware & Software Management with Network concept and N.T.S.

9030/-*04 Diploma in Data Entry Operator**

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.

11550/-*IMPORTANT NOTE**

1. *Avail 60% discount on adding content of STC-04/05 with 1 hour for 1 month extra for each

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

Duration	Adm Chg	Mthly Fee	Total Fee
6 mths (1hr/day)	750/-	1250/-	8250/- P.M.

01 Diploma in Web Page Designing

Fundamentals, Windows, Internet, Photoshop, HTML 5.0, Animate, Bootstrap, CSS, Dream Weaver, Java Script, & Web Site Hosting.

7500/-*PROGRAMMING LEVEL COURSES****COURSE CODE - PLC***[Days : Mon. to Fri.]*

Duration	Adm Chg	Mthly Fee	Total Fee
2 mths (1hr/day)	750/-	—	3550/-

01 Certificate in Programming (C)

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

02 Certificate in Programming (C++)

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

03 Certificate in Programming (Visual Basic)

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

04 Certificate in Programming (Java)

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)

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

06 Certificate in (SQL)

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 Chg	Mthly Fee	Total Fee
3 mths (1hr/day)	750/-	1500/-	5250/- P.M.

01 Certificate in Computer Application

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

4800/-*02 Certificate in MS-Office**

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

5430/-*03 Certificate in Desk Top Publication**

Fundamentals, Windows, InDesign, CorelDraw, Illustrator and Photoshop

5430/-*04 Certificate in Tally/Advance Tally**

Tally : Business Accounting, Inventory Solution with GST (Composition, BOM, E-way Bill), TDS, TCS, Payroll
*Adv. Tally : Basic Tally, Reverse Charge, Advance Receipts/ Payments, Debit/Credit Note, Scenario & Introduction to Busy

4050/-**5750/-****05 Certificate in Advance Excel**

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

4750/-*06 Certificate in Advance E-Accounting**

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.

5200/-*+4150/-****9350/-****07 Certificate Course (Any One Software)**

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

2100/-**2300/-******2400/-**[^]inclusive of Adm. Fee

w.e.f. 01-Jan-2024

PROMISING

PURPOSEFUL

PRACTICAL

w.e.f. 01-Jan-2024

PROMISING

PURPOSEFUL

PRACTICAL

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

Duration	Adm Chg	Mthly Fee	Total Fee
3 mths (1hr/day)	750/-	2500/-	8250/- P.M.

01 Course on Computer Concepts (CCC)

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

02 'O' Level (IT) Course (DOEACC)

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

12 mths**750/- 3000/- 36750/-****(2hr/day) P.M. *33150/-*****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 @ 1500/-p.m.
3. Separate classes for 'O' Level also available @ Rs.9500/- per module.

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

Duration	Adm Chg	Mthly Fee	Total Fee
(1hr/day)	300/-	850/-	—

01 Computer Typing (Monthly Basis)

English / *Hindi (Typing Tutor/MS-Word)

900/- P.M.*02 Computer Practice (Monthly Basis)**

(1hr/day)

300/- 850/- —**P.M.****OTHER CAREER COURSES****COURSE CODE - OC***[Days : Mon. to Fri.]*

Duration	Adm Chg	Mthly Fee	Total Fee
6 mths (1hr/day)	300/-	900/-	—

01 Shorthand/Stenography (English)

(1hr/day)

300/- 900/- —**P.M.****02 English Speaking**

(Three days per week)

5 mths 300/- 850/- —**(1hr/day) P.M.****03 Python Classes (11th/12th Syllabus)**

(1hr/day)

4 mths 300/- 3000/- 8400/-

These Classes have specially been designed for 11th and 12th Class Students. Total fee will be charged in first 3 months in 3 installments as shown under Monthly Fee.

Note :- However, no certificate will be provided in this course.

2700/-**2700/-****NIL**[^]inclusive of Adm. Fee**GENERAL INSTRUCTIONS**

1. Monthly Fee includes Tuition Fee, Examination Fee, Lab. Maintenance & Study Material 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 Registration 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 students, already registered for any Computer Courses in past, have to pay only 50% Adm. Fee for joining any new course.
5. One computer course may be allowed to be converted into other course subject to the specific terms & 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 may be allotted for personal interactions and lab practice, if required.
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 refurbish learnings, in case of Computer students.