

PRIVILEGED COMPUTER COURSES		COURSE CODE - PC			
[Days : Mon. to Sat.]		Duration	Adm Chg	Mthly Fee	Total 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.					

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. *Avail 60% dis. to add content of STC-04/05 with 1hr for 1mth extra for each

REGULAR COMPUTER COURSES		COURSE CODE - RC			
[Days : Mon. to Fri.]		Duration	Adm Chg	Mthly Fee	Total 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).					

IMPORTANT NOTE

1. *Avail 60% dis. to add content of STC-04/05 with 1hr for 1mth extra for each

WEB PAGE DESIGNING COURSE		COURSE CODE - WDC			
[Days : Mon. to Fri.]		Duration	Adm Chg	Mthly Fee	Total 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					

PROMISING

PURPOSEFUL

PRACTICAL

w.e.f. 01-Jan-2022

PROGRAMMING LEVEL COURSES		COURSE CODE - PLC			
[Days : Mon. to Fri.]		Duration	Adm Chg	Mthly Fee	Total 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 Chg	Mthly Fee	Total 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

PURPOSEFUL

PRACTICAL

FOUNDATION COURSES (NIELIT)		COURSE CODE - FC			
[Days : Mon. to Sat.]		Duration	Adm Chg	Mthly Fee	Total 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					

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.
3. Separate classes for 'O' Level also available @ Rs.7000/- per module.

PC MANAGEMENT COURSE		COURSE CODE - PMC			
[Days : Mon. to Sat.]		Duration	Adm Chg	Mthly Fee	Total Fee
01 Certificate in Hardware & Networking	6 mths (2hrs/Sat.)	700/-	—	4500/-	^inclusive of Adm. Fee
Fundamentals, Peripherals, DOS/Win/Linux, PC Assembly, Windows/Drivers/Software/Hardware Installation, Troubleshoot, Utility/Network Tools, Internet Application					

TYPING & PRACTICE COURSES		COURSE CODE - TC			
[Days : Mon. to Fri.]		Duration	Adm Chg	Mthly Fee	Total Fee
01 Computer Typing (Monthly Basis)	(1hr/day)	150/-	750/-	—	*800/- P.M.
English / *Hindi (Typing Tutor/MS-Word)					
02 Computer Practice (Monthly Basis)	(1hr/day)	150/-	750/-	—	P.M.

OTHER CAREER COURSES		COURSE CODE - OC			
[Days : Mon. to Fri.]		Duration	Adm Chg	Mthly Fee	Total 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 गृहगणों 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 refresh learnings.