

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. *18750/-

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.

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.

Duration	Adm Chg	Mthly Fee	Total Fee
8 mths (1hr/day)	750/-	1250/-	10750/- P.M. *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.

Duration	Adm Chg	Mthly Fee	Total Fee
12 mths (1hr/day)	750/-	1250/-	15750/- P.M. *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. *6960/-

01 Diploma in MS-Office

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

02 Diploma in Desk Top Publication

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

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

Duration	Adm Chg	Mthly Fee	Total Fee
8 mths (1hr/day)	750/-	1150/-	9950/- P.M. *9030/-

IMPORTANT NOTE

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

04 Diploma in Data Entry Operator

Fundamentals, Data/Information, Data Processing, Windows, MS-Office (Word, SpreadSheet, Presentation, Database Mgmt.) Network/Internet, E-Mail Mgmt., eGov. Apps, Internet Ethics/Cyber Security, Data Input/Typing (English/Hindi), Soft Skills: Personality development & Writing Skills.

Duration	Adm Chg	Mthly Fee	Total Fee
8 mths (2hr/day)	750/-	2000/-	16750/- P.M.

750/- 1150/- 9950/-
P.M.
(*T & C Apply)
[Promotional Offer]

***TERMS & CONDITIONS (RC-04)**

1. This Course is being offered with a heavy discount as a Promotional Offer and shall be valid for a limited period only on first come first serve basis. The discount may be discontinued any time without any notice.

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. *7500/-

01 Diploma in Web Page Designing

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

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

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

03 Certificate in Programming (Visual Basic)

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

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

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

Duration	Adm Chg	Mthly Fee	Total Fee
2 mths (1hr/day)	750/-	—	4150/-

05 Certificate in Programming (Python)

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

Duration	Adm Chg	Mthly Fee	Total Fee
3 mths (1hr/day)	750/-	—	5250/-

06 Certificate in (SQL)

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

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

^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. *4800/-

01 Certificate in Computer Application

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

02 Certificate in MS-Office

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

Duration	Adm Chg	Mthly Fee	Total Fee
2 mths (2hrs/day)	750/-	2600/-	5950/- P.M. *5430/-

03 Certificate in Desk Top Publication

Fundamentals, Windows, InDesign, CorelDraw, Illustrator and Photoshop

Duration	Adm Chg	Mthly Fee	Total Fee
2 mths (2hrs/day)	750/-	2600/-	5950/- P.M. *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

Duration	Adm Chg	Mthly Fee	Total Fee
2 mths (1hr/day)	750/-	—	4050/-

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

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

Duration	Adm Chg	Mthly Fee	Total Fee
3 mths (2hrs/day)	750/-	—	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**

Duration	Adm Chg	Mthly Fee	Total Fee
1 mth (1hr/day)	750/-	—	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

Duration	Adm Chg	Mthly Fee	Total Fee
12 mths (2hr/day)	750/-	3000/-	36750/- 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/-	— *900/- P.M.

01 Computer Typing (Monthly Basis)

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

02 Computer Practice (Monthly Basis)

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

OTHER CAREER COURSES**COURSE CODE - OC**

[Days : Mon. to Fri.]

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

01 Shorthand/Stenography (English)

Three days per week

02 English Speaking

Three days per week

Duration	Adm Chg	Mthly Fee	Total Fee
5 mths (1hr/day)	300/-	850/-	— P.M.

03 Python Classes (11th/12th Syllabus)

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.

Duration	Adm Chg	Mthly Fee	Total Fee
4 mths (1hr/day)	300/-	3000/-	8400/- 2700/- 2700/- NIL

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