INSTITUTE OF STENO & COMPUTER



STUDIES

[RUN UNDER: LAXMI DEVI MEMORIAL TRUST (REGD.)]

WE OFFER:

MS-OFFICE BASIC CERTIFICATE COURSE

→ 4 MONTHS

- FUNDAMENTAL
- TYPING
- MS-WINDOWS
- · MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- INTERNET+EMAIL

CERTIFICATE IN FINANCIAL ACCOUNTING (C.F.A.)

→3 MONTHS

M1: ACCOUNTING INTRODUCTION

M2: COMPANY CREATION & CONFIGURATION

M3: BASIC ACCOUNTING IN TALLY PRIME

M4: INVENTORY MANAGEMENT

M5: ACCOUNTING IN INVENTORY

M6: PAYROLL MANAGEMENT

M7: TDS, TCS, VAT, EXCISE DUTY

M8: GST (GOODS & SERVICES TAX)

M9: REPORT & ANALYSIS

ADVANCE EXCEL

→ 3 MONTHS

M1: BASIC EXCEL

M2: SHORTCUT KEYS IN EXCEL

M3: FUNCTIONS & FORMULAS (A/E)

[VLOOKUP, INDEX, HYPERLINKS, DATA VALIDATION, ETC.]

M4: ASSIGNMENT / PROJECTS

M5: INTERNET+ EMAIL

MS-OFFICE BASIC DIPLOMA COURSE

→ 6 MONTHS

- FUNDAMENTAL
- TYPING
- MS-WINDOWS
- MS-WORD
- MS-EXCEL
- MS-ACCESS
- MS-POWERPOINT
- INTERNET+EMAIL

DIPLOMA IN FINANCIAL ACCOUNTING (D.F.A.)

→ 5 MONTHS

M1: TALLY PRIME (CFA- M1-M9)

M2: MS-WORD

M3: MS-EXCEL (BASIC)

M4: INTERNET+ EMAIL

DIPLOMA IN FINANCIAL ACCOUNTING (D.F.A.)

→6 MONTHS

M1: TALLY PRIME (CFA- M1-M9)

M2: MS-EXCEL (BASIC)

M3: MS-EXCEL (ADVANCE EXCEL)

M4: INTERNET+ EMAIL

"EMPOWER YOUR FUTURE—MASTER COMPUTER SKILLS FOR LIMITLESS CAREER OPPORTUNITIES!"

B-66/1 JAGAT PURI, STREET NO. 5, KRISHNA NAGAR, DELHI- 110051

{LANDMARK- DO SIDI WALA SANATAN DHARAM SHIV MANDIR}

9654798940, 9873339365, 8595807464

DESK TOP PUBLISHING (D.T.P.)

→ 4 MONTHS

- FUNDAMENTAL
- TYPING
- MS-WINDOWS
- COREL DRAW
- PAGE MAKER
- ADOBE PHOTOSHOP
- **INTERNET+EMAIL**

GRAPHIC DESIGNING & **3D ANIMATION**

→ 18 MONTHS

- ADOBE ILLUSTRATOR
- ADOBE PHOTOSHOP
- **ADOBE INDESIGN**
- **ADOBE PREMIER PRO**
- ADOBE SUBSTANCE PAINTER ENO
- **AUTODESK ARNOLD**
- **AUTODESK MAYA**
- **ZBRUSH**
- **VRAY**
- **KEYSHOT STUDIO**
- **UNREAL ENGINE**
- **CORELDRAW**

ENGLISH SPEAKING COURSE

TYPING - HINDI / ENGLISH

(PROFESSIONAL TYPING TEST KEYBOARDS)

SHORTHAND

TIMING: **8 AM TO 1 PM 5 PM TO 10 PM**



HIGHLY EXPERIENCED TEACHERS



SEPERATE SYSTEM FOR EVERY STUDENT



WEEKLY TESTS



COMPREHENSIVE NOTES ON EVERY TOPIC



ONLINE CLASSES ALSO AVAILABLE

DESK TOP PUBLISHING (D.T.P.)

6 MONTHS

- FUNDAMENTAL
- TYPING
- **MS-WINDOWS**
- MS-WORD
- COREL DRAW
- PAGE MAKER
- ADOBE PHOTOSHOP
- INTERNET+EMAIL

PROGRAMMING

CERTIFICATE IN PYTHON PROGRAMMING



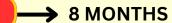
- M1: PYTHON BASICS
- M2: DATA TYPES & CONTROL FLOWS
- **M3: DATA STRUCTURES**
- M4: FILE & ERROR HANDLING
- M5: DATABASE & PROJECT

C/C++ PROGRAMMING WITH **OOPS**



- M1: C PROGRAMMING BASICS
- M2: CORE C++ PROGRAMMNG
- M3: OBJECT-ORIENTED PROGRAMMING (OOP)
- **M4: ADVANCED C++ FEATURES**
- M5: CAPSTONE & CAREER PREP

JAVA COURSE



- M1: INTRODUCTION TO JAVA & BASICS
- **M2: CONTROL FLOW & CORE PROGRAMMNG**
- M3: OBJECT-ORIENTED PROGRAMMING (OOP IN JAVA)
- M4: ADVANCED OOP AND EXCEPTION HANDLING
- M5: JAVA WITH REAL WORLD

WEB DEVELOPMENT



- M1: INTRODUCTION TO WEB DEVELOPMENT
- · M2: FRONTEND DEVELOPMENT- HTML, CSS AND JAVASCRIPT
- M3: ADVANCED FRONTEND- MODERN JS AND FRAMWORK
- · M4: BACKEND DEVELOPMENT WITH NODE.JS & EXPRESS
- · M5: DATABASE AND AUTHENTICATION
- M6: PROJECT & DEVELOPMENT