



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!"

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**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
- 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**

→ **7/8MONTHS**

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

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

→ **10 MONTHS**

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

JAVA COURSE

→ **8 MONTHS**

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

WEB DEVELOPMENT

→ **10 MONTHS**

- 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