SAP (MODULES OF SAP)

Basis
ABAP/4 Programming
FI (Financial Accounting)
CO (Controlling)
EC (Enterprise Controlling)
IM (Investment Management)
HR (Human Resource)
SD (Sales and Distribution)
LO(Logistics General)
MM (Materials Management)
PM (Plant Maintenance)
PP (Production Planning)

Duration : 2 To 4 Month Weekend Classes (Sat & Sun) (10% off One Time Payment)

DGD DIPLOMA IN GRAPHIC DESINING

COREL DRAW
PAGE MAKER
PHOTOSHOP
QUARK EXPRESS
ILLUSTRATOR

Duration : 6 Month Registration Fee : 500/- (10% off One Time Payment)

DOM (DIPLOMA IN OFFICE MANAGEMENT)

Semester – I

Operating System

MS-DOS
MS WINDOW
Office Automation
MS-Word, MS - Excel,
MS PowerPoint

Duration : 1 Yr Registration Fee : 500/- M. Charge : 1200 Per Month (10% off One Time Payment)

Semester – II

Promotional & Advertisement Skill

Web Designing Using HTML
Photoshop & Soft Skill
Financial Accounting
Professional Tally prime, Payroll
(A complete Accounting Package)

Special Features & Facilities

NO. 1 INSTITUTE IN MUNIRKA
FULLY AC
100% POWER BACKUP
100% PLACEMENT ASSISTANCE
QUALIFIED FACULTY
100% PRACTICAL TRAINING
INDIVIDUAL ATTENTION
SPECIAL BATCH SYSTEM
INDIVIDUAL PC FOR EACH

DAGD DIPLOMA IN ADVANCE GRAPHIC DESIGNING

Semester – I

Fundamental of Computer
MS-DOS (Microsoft Disk Operating System)
Windows:
Paint (A Small Graphic Package)
Word Pad (A Small Writing Package)
MS-Office
MS-Word (A Complete Writing Package)
MS-Excel (A Spread Sheet Application)
MS-Power point (Presentation Package)
MS-Access (Database Programme)
COREL DRAW, Corel Photo-Paint, PAGEMAKER

Semester – II

PHOTOSHOP, Image Ready
Quark Express
Illustrator
Free Hand

Duration : 1 Yr Registration Fee : 500/- M. Charge : 1200 Per Month (10% off One Time Payment)

INTERNET –
(Complete knowledge of internet surfing and Browsing)
Downloading Vector Graphic
Converting file type (eg., PNG to JPGE)
Cleaning Scan Documents
Resizing the Image
Mailing large files through other source (Sendspace etc)
Transfer data without Mailing
Filling up of Online Forms and attaching images

DOM (DIPLOMA IN OFFICE MANAGEMENT)

OFFice Automation
MS-Word, MS - Excel, MS - PowerPoint
Window: Paint, Notepad, WordPad
MS Office: (MS - Word, MS - Excel,
PowerPoint, MS - Access)
Visual Basic

Duration : 3 months Registration Fee : 500/- M. Charge : 1500 Per month Total charge - 3500/- (10% off One Time Payment)

DAFAB (ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING AND BANKING)

FUNDAMENTAL OF COMPUTER

MS. OFFICE : PAINT, WORD
MS - WORD, MS - EXCEL, ADVANCE EXCEL
MS - ACCESS, MS POWERPOINT

TALLY EPR – 9
TALLY PRIME : – RECIPT, PAYMENT, JOURNAL ENTRY
CONTRO ENTRY, DEBIT NOTE,
CREDIT NOTE,, SALES ENTRY,
PURCHASE ENTRY, BILL OF METERIAL,
BANK RECONCILIATION STATEMENT
TDS, TCS, GDT ETC

BUSY : RECIPT, PAYMENT, JOURNAL ENTRY
CONTRO ENTRY, DEBIT NOTE,
CREDIT NOTE,, SALES ENTRY,
PURCHASE ENTRY, BILL OF METERIAL,
BANK RECONCILIATION STATEMENT
TDS, TCS, GDT ETC

Duration : 1 YEAR Registration Fee : 500/- M. Charge : 1200 Per month (10% off One Time Payment)

GS COMPUTER EDUCATION

LEARING IS A TREASURE THAT WILL FOLLOW IT'S OWNER EVERYWHERE

Short Term Course

Course Name	Course Fees	Registration Fees	Duration
MS-OFFICE (BASIC)	3500	500	40 Days
MS-OFFICE (ADVANCE)	4500	500	60 Days
MS-PAINT	100	500	10 Days
MS-WORD	1500	500	10 Days
MS-EXCEL	1500	500	15 Days
MS-POWERPOINT	1500	500	10 Days
MS-ACCESS	1500	500	10 Days
MS-EXCEL (ADVANCE)	2000	500	1 Month
C LANGUAGE	4000	500	1 Month
C++	4500	500	1 Month
JAVA/DSA	16000	500	4 Month
TALLY	3000	500	25 Days
TALLY PRIME	3500	500	1 Month
CORE JAVA	7500	500	2 Month
VISUAL (BASIC)	2500	500	1 Month
ORACLE SQL	4000	500	2 Month
ADVANCE JAVA	8000	500	1 Month
CH/VB.NET	3500	500	1 Month
NET	5500	500	2 Month
SQL SERVER	3000	500	1 Month
CSS	2000	500	1 Month
PAGE MAKER	1200	500	1 Month
CORELDRAW	1200	500	1 Month
PHOTOSHOP	1200	500	1 Month
PHOTOSHOP (WITH WEB DESIGNING ANIMATOR)	2500	500	1 Month
QUARK EXPRESS/FLASH	1200	500	1 Month
DREAM WEAVER	1500	500	1 Month
WORD PRESS	3000	500	1 Month
IIIUSTRATOR/FORNT PAGE	1200	500	1 Month
IN (DESIGN)	2000	500	1 Month
INTERNET (WEB BROWSING]	500	500	10 Days
CS/IP	3000	500	3 Month
ENGLISH TYPING	700	500	Per Month
HINDI TYPING	700	500	Per Month
PHP	5000	500	1 Month
JQUERY	3000	500	1 Month
PYTHON PROGRAMMING	6000	500	2 Month
HTML	2500	500	1 Month

GS COMPUTER EDUCATION

📞 7303624165, 011-41748298

📍 1ST FLOOR, UPSTAIRS OF BANK OF BARODA, 2/211, D S T, NEAR ANUPAM RESTAURANT, MUNIRKA, NEW DELHI

GS COMPUTER EDUCATION
GSCE

ADIT (ADV DIPLOMA IN INFORMATION TECH)

Semester - I

Intro to IT
Windows (Notepad, Word Pad)
MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
D. T. P (Desk Top Publishing)
(CorelDraw, Photoshop)
Tally
(A Complete accounting Package with All Taxation)

Semester - II

Internet -
(Complete Knowledge of internet surfing And Browsing)
Web Designing (Basic)
• Html • CSS • Java Script

Duration : 1 Yr
Registration Fee : 500/-
M. Charge : 1200 Per month
total charge – 14,400/-
(10 % off one time payment)

DIT (DIPLOMA IN INFORMATION TECH)

Intro to IT
Windows (Notepad, Word Pad)
MS-Office
(MS-Word, MS-Excel, MS-Power Point, MS-Access)
D. T. P (Desk Top Publishing)
(CorelDraw, Photoshop)
Tally
(A Complete accounting Package with All Taxation)

Duration : 6 Months
Registration Fee : 500/-
M. Charge : 1200 Per month
Total charge – 7,700/-
(10% off One Time Payment)

COM CERTIFICATE IN OFFICE MANAGEMENT

Fundamental of Computer
MS-DOS (MS-Disk Operating System)
Windows : Paint, Word Pad
MS-Office : MS-Word, MS-Excel, Power Point, MS ACCESS
Introduction To INTERNET

Duration : 3 Months
Registration Fee : 500/-
M. Charge : 1500 Pm
(10% off One Time Payment)

ES English Speaking Course

BASIC COURSE
• Sentence Drill
• Part Of Speech
• Vocabulary
• Letter Writing
• How To Make Bio - Data
• Tense/ Model/clause Etc.,
• Short Tags/ Genders
• Sentence Making Technique
• Rhythms (With Oral Practice)
• Applications Of Various Type
• Confidence Building

Duration : 6-8 Months
Registration Fee : 500/-
M. Charge : 1000 Pm
(10% off One Time Payment)

ADVANCE COURSE
• Confidence Building
• Phonetics
• Debate
• Discussion On Current Affairs
• Style In Speaking Sentence
• Personality Development
• Extempore
• Knowledge Game
• Role Play
• Quiz
• Body Language(Gesture)
• Facing An Interview
• Interview Skills
• Freq. Asked Question In Interview
• Addressing & Presentation

Duration : 3-4 Months
Registration Fee : 500/-
M. Charge : 1500 Pm
(10% off One Time Payment)

MC MEDIOCRE COURSE

• Tense/Modals/Clause eto...
• Short tags/Genders
• Sentence making technique
• Rhythms (with oral practice)
• Applications of various type
• Confidence building
• Phonetics
• Debate
• Discussion on current affairs
• Style in Speaking Sentence
• Personality Development
• Body language(Gesture)

Duration : 4-6 Months
Registration Fee : 500/-
M. Charge : 1200 Pm
(10% off One Time Payment)

(SH) (E) SHORT HAND(HINDI)

• Consonants, Vowels, Punctuations,
• Phraseography
• Strokes, Circles
• Diphthongs
• Hooks, Loops
• Halving, & Doubling principle
• Figures & Word making
• Sentences, Paragraph
• Speed Chapters
• Transcriptions

Duration : 3-4 Months
Registration Fee : 500/-
M. Charge : 1500 Pm

CFA CERTIFICATE IN FINANCIAL ACCOUNTING

Fundamental of Computer
Windows : Paint, Word Pad
MS-Office : MS-Word, MS-Excel, Power Point
TALLY
Introduction To INTERNET

Duration : 6 Months
Registration Fee : 500/-
M. Charge : 1500 Pm
(10% off One Time Payment)

CDTP DIPLOMA IN ADVANCE DESK TOP PUBLISHING

Fundamental of Computer
Windows : Paint, Word Pad
MS-Office : Ms-word, Ms-excel, Power Point, Ms Access
Introduction To INTERNET
Designing :
Corel Draw, Photoshop, Pagemaker

Duration : 6 Months
Registration Fee : 500/-
M. Charge : 1200 Pm
(10% off One Time Payment)

CCO CERTIFICATE IN COMPUTER OPERATION

Fundamental of Computer
Windows : Paint, Word Pad
MS-Office : MS-Word, MS-Excel, Power Point
Introduction To INTERNET

Duration : 6 Months
Registration Fee : 500/-
M. Charge : 1200 Pm
(10% off One Time Payment)

(SH) (H) SHORT HAND (HINDI)

वर्ण व्यंजन रेखाक्षरों का मिलान
स्वर
शब्द चिन्ह वाक्यांश
प्रथम, द्वितीय व तशतीय स्थान
अधोगामी व उर्ध्वगामी र डढ़ व ह इत्यादि।
वत्त स, स्व श्व
लुपस्त, स्तर
प्रारंभिक व अंतिम अंकुश
द्विगुण व विशेष नियम
रेखाक्षरों के काट का महत्व
गति अभ्यास पत्र

Duration : 1 Year
Registration Fee : 500/-
M. Charge : 1200 Pm

DCA DIPLOMA IN COMPUTER APPLICATION

Semester – I
Fundamentals of Computer
Operating System and Application Program
Programming Language
"C" Programming and Application Program

Duration : 1 Year
Registration Fee : 500/-
M. Charge : 1500 Pm
(10% off One Time Payment)

Semester – II
Data Base Management System
Visual Basic
Internet and Web Page Designing
Practical on Application Program
Project Work

WE ARE DIRECT CENTRE FOR CCC AND 'O' LEVEL COURSE FROM NIELIT

CCC (COURSE IN COMPUTER CONCEPT)

Introduction to Computer
Introduction to operating system
WORD PROCESSING
SPREAD SHEET
PRESENTATION
Introduction to Internet and WWW
E-mail, Social Networking and e-Governance Service
Digital Financial Tools and Applications
Overview of Future skills & Cyber Security

Duration : 3 Month
Registration Fee : 500/-
M. Charge : 1500 Pm
(10% off One Time Payment)

O "O" LEVEL

M1-R5 Information Technology Tools and Network Basis
M2-R5 Web Designing & Publishing
M3-R5 Programming and Problem Solving through Python
M4-R5 Internet of Things and its Applications
M5-R5 Practical based on M1-R5, M2-R5, M3-R5 and M4-R5 Project
M6-R5

10+2 or ITI Certificate (One Year) After Class 10. Or Successful Completion of the Second Year of a Government Recognized polytechnic engineering diploma course after class 10 and currently doing Final year.
Note: 'O' Level diploma will be provide after Successfully completing polytechnic engineering Diploma.

Duration : 1 Month
Registration Fee : 1000/-
M. Charge : 2000 Pm
(10% off One Time Payment)

DACS DIPLOMA ADVANCE COMPUTER SOFTWARE

Semester – I
Intro to IT
Windows:
    Paint (A Small Graphic Package)
    Word Pad(A Small Writing Package)
MS-Office:
    MS-Word
    MS-Excel
    MS-Power Point
    MS-Access
TALLY
(A Complete Accounting Package)

Duration : 1 Year
Registration Fee : 500/-
M. Charge : 1200 Pm
(10% off One Time Payment)

Semester – II
HTML (Hyper Text Markup Language)
D.T.P. (Desk Top Publishing)
    COREL DRAW,
    PAGEMAKER,
    PHOTOSHOP
"Project work on any one of the above"
M. Charge: 1 PM
1200
INTERNET –
(Complete knowledge of internet