

FEATURES

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STENOGRAPHY / SHORTHAND COURSE

Course Duration : 12 Months **Fee : 10500/-**

For : CRPF, DSSSB, Civil/High Court

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Course Duration : 6 Months **Fee : 3500/-**

ENGLISH CLASSES (Spoken & Literature)

For : XI & XII (CBSE & BSEB) **Fee : 4500/-**

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PROSPECTUS

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For More Information visit us www.sitech.org.in

DIPLOMA COURSE

Diploma In Computer Application

DCA

- Fundamental of Computer
- Microsoft Windows'7/8/10/11
- MS-Office' 2010/13/16 (Word, Excel & Power Point)
- Introduction of Virus & Anti Virus Utility
- A Knowledge of Hindi/English Typing
- Concept of Internet & Multimedia Work

Course Duration : 4 Months

Fee : 2600/-

Diploma In Financial Accounting

DFA

- Microsoft Windows'7/8/10/11
- Knowledge of Financial Accounting & Inventory Control
- Advance Tally ERP' 9 with GST & Payroll Management
- Introduction of Hindi/English Typing
- Concept of Virus/Anti Virus Utility & Internet

Course Duration : 2 Months

Fee : 2200/-

Diploma In Desk Top Publishing

DTP

- Microsoft Windows'7/8/10/11
- Introduction of Digital Studio & Printing Work
- Adobe Page Maker 7.0 (Book & Magazine Composing)
- Corel Draw'X3/X5/X7 (Graphics & Logo Design)
- Adobe Photoshop' 7.0/cs4 (Cover Page Design)
- Image Scanning, Editing & Formatting Work
- A Knowledge of Hindi & English Typing
- Internet, Virus/Antivirus & Multimedia Work

Course Duration : 3 Months

Fee : 3500/-

Diploma In Com. Hardware Maintenance

DCHM

- Basic Electronics & Computer Architectures
- Function of Computer Parts & Peripherals
- Microsoft Windows'7/8/10/11 & MS-DOS
- Computer Assembling & Disk/Drive Formatting
- Software Installation (OS, H/W Driver & App. Prog.)
- Basic Trouble Shooting & System Analysis
- Introduction of Networking, Virus & Anti Virus
- Concept of Internet Facilities

Course Duration : 3 Months

Fee : 4000/-

ADVANCE DIPLOMA COURSE

Advance Diploma In Computer Application

ADCA

- Fundamental of Computer
- Microsoft Windows'7/8/10/11
- MS-Office' 2010/13/16 (Word, Excel, P. Point)
- Knowledge of Financial Accounting & Inventory Control
- Advance Tally ERP'9 with GST & Payroll Management
- Adobe Page Maker 7.0 & Corel Draw'X3/X5/X7
- Adobe Photoshop 7.0/cs4, Digital Studio & Printing Work
- Image Scanning, Editing & Formatting Work
- Basic Electronics & Computer Architectures
- Function of Computer Parts & Peripherals
- Computer Assembling & Disk/Drive Formatting
- Software Installation (OS, H/W Driver & Application Prog.)
- Advance Trouble Shooting & System Analysis
- Introduction of Virus/Anti Virus Utility
- A Knowledge of Hindi/English Typing
- Concept of Internet & Multimedia Work

Course Duration : 1 Year

Fee : 10,200/-

Advance Diploma In Information Application

ADIT

- Fundamental of Computer
- Microsoft Windows'7/8/10/11
- MS-Office' 2010/13/16 (Word, Excel & Power Point)
- Visual FoxPro/Visual Basic Language
- Programming Language C and C++
- Internet Programming Language HTML & JAVA
- Basic Electronics & Computer Architectures
- Function of Computer Parts & Peripherals
- Computer Assembling & Disk/Drive Formatting
- Software Installation (OS, H/W Driver & Application Prog.)
- Basic Trouble Shooting & System Analysis
- Computer Networking & Data Management
- Knowledge of Virus & Anti Virus Utilities
- Concept of Internet Facilities & Multimedia Work

Course Duration : 1 Year

Fee : 12,500/-

Note : Online certificate registration fee must be paid by all students
DCA = 650, ADCA = 1250, ADIT=1550, DTP = 700, DFA = 600, DCHM = 900,
Steno/Typing=625, Steno/Typing Hin. & Eng.=1100, Eng. Spoken = 600