

An ISO 9001:2015 certified institution



NIST Since 2004

URL: www.nistcomputer.com

Various Job- Oriented Courses Offered By NIST

1) Diploma In Computer Basics (4 Months)

Rs. 800/- per month -> ** After Discount Rs. 700/- Per Month.

2) Diploma In Computer Basics And Data Entry (6 Months)

Rs. 800/- per month -> ** After Discount Rs. 700/- Per Month.

3) Certification In Advance Tally Prime (4 Months)

Rs. 1600/- per month -> ** After Discount Rs. 1500/- Per Month.

4) Certification In Busy (3 Months)

Rs. 1600/- per month -> ** After Discount Rs. 1500/- Per Month.

5) Certification In Advance Excel (1 Months)

Rs. 1800/- for one month -> ** After Discount Rs. 1600/- for One Month

6) Certification In Computerized Typing (Hindi/English) (3 Months)

Rs. 800/- per month -> ** After Discount Rs. 700/- Per Month.

7) Certification In Web Designing (3 Months)

Rs. 1500/- per month -> ** After Discount Rs. 1200/- Per Month.

8) Diploma In Desktop Publishing (6 Months)

Rs. 1600/- per month -> ** After Discount Rs. 1500/- Per Month.

9) Certification In Photoshop/ Corel Draw/ Illustrator/ Indesign (2 Months)

Rs. 1600/- per month -> ** After Discount Rs. 1500/- Per Month.

10) Diploma In Computer Hardware Technology (Card Level) (6 Months)

Rs. 1600/- per month -> ** After Discount Rs. 1500/- Per Month.

11) Diploma In Computer Applications & Financial Accounting (1 Year)

Rs. 1200/- per month -> ** After Discount Rs. 1100/- Per Month.

12) Diploma In Computer Applications & Desktop Publishing (1 Year)

Rs. 1200/- per month -> ** After Discount Rs. 1100/- Per Month.

Documents Required at the Time of Admission

- 2 Passport Size Photographs
 - Aadhar Card Copy / Electricity Bill/ School Passing Marksheet
 - 1 Notebook (Register)
 - Advance Fees of Your Course (As Per Your Choice)
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Course Contents

(1) Diploma In Computer Basics

Total Duration: 4 Months

Total Fees: Rs. 3200/-

Installments: Rs. 800/- Per Month ** After discount: 700/- per month

- Paint, Notepad, WordPad
- Ms Word
- Ms Excel
- Ms PowerPoint
- Ms Access
- Computer Theory
- Internet Theory & Practical
(E-Mail Send, E-Mail Received, Document Attachment)

(2) Diploma In Computer Basics & Data Entry

Total Duration: 6 Months

Total Fees: Rs. 4800/-

Installments: Rs. 800/- Per Month ** After discount: 700/- per month

- Paint, Notepad, WordPad
- Ms Word
- Ms Excel
- Ms PowerPoint
- Ms Access
- Computer Theory
- Internet Theory & Practical
(E-Mail Send, E-Mail Received, Document Attachment)
- Computerized Typing (English – 2 Months)

(3) Certificate In Advance Tally Prime

Total Duration: 4 Months

Total Fees: Rs. 6400/-

Installments: Rs. 1600/- Per Month ** After discount: 1500/- per month

- Fundamentals of accounting
- Rules of accounting
- Introduction of tally
- Company creation: select, alter, backup & restore etc.
- Features of tally: accounting, inventory, statutory & taxation etc.
- Gateway of tally: accounting info group, ledgers, vouchers type, stock etc.
- Accounting voucher/ inventory vouchers.
- Contra, payment, sales, purchase, receipt etc.
- Creating master & sale GST rate
- Creating tax ledgers.
- GST sale & printing invoice.

(4) Certificate in Busy Accounting

Total Duration: 3 Months

Total Fees: Rs. 4800/-

Installments: Rs. 1600/- Per Month ** After discount: 1500/- per month

- Introduction of accounting
- Fundamental of accounting
- Journal entries
- Introduction of busy software
- Company creation, alter, delete etc.
- Work with vouchers
- Types of transactions
- Inventory maintenance
- Transaction with discount
- GST with multiple tax rate
- Single GST tax rate
- HSN/ SAC code
- E-way bill
- GST bill printing

(5) Diploma in desktop publishing

Total Duration: 6 Months

Total Fees: Rs. 9600/-

Installments: Rs. 1600/- Per Month ** After discount: 1500/- per month

- Adobe Photoshop
- Corel Draw
- Adobe Illustrator
- Adobe Indesign
- Project work

(6) Certificate In Basics Of Web Designing

Total Duration: 3 Months

Total Fees: Rs. 4500/-

Installments: Rs. 1500/- Per Month ** After discount: 1200/- per month

- HTML
- DHTML
- CSS
- JAVA SCRIPT

(7) Diploma In Computer Applications & Financial accounting

Total Duration: 1 Year

Total Fees: Rs. 14400/-

Installments: Rs. 1200/- Per Month ** After discount: 1100/- per month

➤ Semester 1 (Computer Fundamentals + Advanced Excel)

- Paint, Notepad, WordPad
- Ms Word
- Ms Excel
- Ms PowerPoint
- Ms Access
- Computer Theory
- Internet Theory & Practical
(E-Mail Send, E-Mail Received, Document Attachment)
- Advanced Excel (1 Months)

➤ Semester 2 (Tally Prime)

- Fundamentals of accounting
- Rules of accounting
- Introduction of tally
- Company creation: select, alter, backup & restore etc.
- Features of tally: accounting, inventory, statutory & taxation etc.
- Gateway of tally: accounting info group, ledgers, vouchers type, stock etc.
- Accounting voucher/ inventory vouchers.
- Contra, payment, sales, purchase, receipt etc.
- Creating master & sale GST rate
- Creating tax ledgers.
- GST sale & printing invoice.

➤ Busy Accounting Software (2 Months)

➤ Data Entry (1 Months)

(8) Diploma In Computer Applications & Desktop Publishing

Total Duration: 1 Year

Total Fees: Rs. 14400/-

Installments: Rs. 1200/- Per Month ** After discount: 1100/- per month

Semester 1 (BASIC +TYPING)

- Paint, Notepad, WordPad
- Ms Word
- Ms Excel
- Ms PowerPoint
- Ms Access
- Computer Theory
- Internet Theory & Practical
(E-Mail Send, E-Mail Received, Document Attachment)
- Computerized Typing (English – 2 Months)

Semester 2 (DTP)

- Adobe Photoshop
- Corel Draw
- Adobe Illustrator
- Adobe Indesign
- Project work

(9) Diploma in Computer Hardware Technology

Total Duration: 6 Months

Total Fees: Rs. 9600/-

Installments: Rs. 1600/- Per Month ** After discount: 1500/- per month

1st Module:

- Computer concepts
- Understanding all computer parts with the help of diagrams
- System maintenance tools
- Disk cleanup
- Disk defragmentation
- System restore
- Backup
- Important shortcut key of hardware
- Creating user and understanding of log off, restart, stand by and hibernate
- De-assembling of whole cpu & reassembling
- Dos (disk operating system) commands
- How to write cd/dvd

2nd Module:

- Troubleshooting basics
- Basic electronics
- Detailed study of keyboard, mouse, monitor/led, printer and scanners, hard disk, microprocessors, motherboard, power supply, smps etc.
- Bios setup
- Beep codes

3rd Module:

- Partitioning of hard disk
 - Installing different windows
 - Installation of all necessary software's
 - How to make bootable cd and pen drive
 - Dual booting
 - Data recovery tools
 - Antivirus installation
 - Installation of window server
 - Making ghost
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