

# LAL CHAND

Institute of Information Technology

Learn Today, Lead Tomorrow

## INCREASE YOUR **KNOWLEDGE** WITH US

### ***Our Services***

- Computer Courses
- Spoken English
- Tuition Classes
- Admission Counselling

**Join Us**



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+91 9716 38 9629



Lciit95@gmail.com



# Certificate in Basic Computer

**Duration: 6 Months**

## **Computer Operating**

- IT Fundamental
- Effective Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive

## **Microsoft Office 2007-2013**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Internet & E-Mail

# Certificate in Computer Application

**Duration: 6 Months**

## **Computer Operating**

- IT Fundamental
- Effective Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive
- Software installation Etc.

## **Microsoft Office 2007-2013**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access

## **Web Links**

- Internet & E-Mail
- HTML
- CSS



# Certificate in Desktop Publishing

Duration: 1 Year

## Computer Operating

- IT Fundamental
- Effective Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive

## Microsoft Office 2007-2013

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & E-Mail

## DTP Application

- Photoshop
- Corel Draw X7
- Page Maker
- Image Ready
- Adobe Acrobat (PDF Format)

# **Certificate in Financial Accounting**

**Duration: 1 Year**

## **Computer Operating**

- IT Fundamental
- Effective Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive

## **Microsoft Office 2007-2013**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & E-Mail

## **Accounting Application**

- Advance Excel
- Data Entry
- Tally ERP 9
- GST

# Diploma in Computer Application

**Duration: 1 Year**

## **Computer Operating**

**Duration: 2 Months**

- IT Fundamental
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive

## **Microsoft Office 2007-2013**

**Duration: 4 Months**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Ms-Access

## **Accounting Application**

**Duration: 5 Months**

- Advance Excel
- Data Entry
- Tally ERP 9
- GST & TDS

## **Web Links**

**Duration: 1 Months**

- Internet & E-Mail
- HTML
- CSS

# Diploma in Financial Accounting

**Duration: 1 Year**

## **Computer Operating**

**Duration: 2 Months**

- Introduction to computer
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive
- Software installation Etc..

## **Microsoft Office 2007-2013**

**Duration: 4 Months**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Ms-Access
- Outlook
- Internet & Mailing

## **Accounting Application**

**Duration: 6 Months**

- Advance Excel
- Data Entry
- Introduction to GST
- Introduction to Accounting Packages
- Business and online accounting



# Advance Diploma in Computer Application

Duration: 18 Months

## **Computer Operating**

Duration: 2 Months

- IT Fundamental
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive
- Software Download
- Software Installation Etc...

## **DTP Application**

Duration: 6 Months

## **Microsoft Office 2007-2013**

Duration: 4 Months

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Ms-Access

- Photoshop
- Corel Draw X7
- InDesign
- Page Maker
- Image Ready
- Adobe Acrobat (PDF Format)
- Online all documents convertor

## **Accounting Application**

Duration: 5 Months

- Advance Excel
- Data Entry
- Tally ERP 9
- GST & TDS
- Payroll

## **Web Links**

Duration: 1 Months

- Internet & E-Mail
- HTML
- CSS



# Master Diploma in Computer Application

Duration: 2 Years

## Computer Operating

Duration: 2 Months

- IT Fundamental
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Note Pad, Words Pad, Scanning, Printing, Pen Drive
- Software installation Etc..

## Microsoft Office 2007-2013

Duration: 4 Months

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Ms-Access
- Ms-Publisher
- Outlook

## Graphic Designing

Duration: 9 Months

- Photoshop
- Corel Draw X7
- InDesign
- Adobe Illustration
- Page Maker
- Image Ready
- Adobe Acrobat (PDF Format)

## Accounting Application

Duration: 4 Months

- Advance Excel
- Data Entry
- Tally ERP 9
- GST & TDS

## Web Links

Duration: 1 Months

- Internet & E-Mail
- HTML
- CSS

## Website Application

Duration: 2 Months

- Hosting
- Domain
- SSL Certification
- Word Press
- Website Designing

# Digital Marketing (1 Year).

## Basic Computer Operating system

Duration: 3 Months

- Ms-Word
- Ms-Excel
- Ms-PowerPoint
- Ms-Access

## Website Designing

Duration: 5 Months

- HTML
- CSS
- Java Script
- J Query
- Hosting
- Domain
- SSL Certification
- WordPress
- Work on Live Project

## Digital Marketing

Duration: 4 Months

- Digital Marketing overview
- Website Planning & Creation (Dynamic & Responsive)
- E-Mail Marketing
- Digital Promotion (PPC Advertising Google AdWords)
- Google Analytics
- Social Media Marketing
- Online Display Advertising
- E-Commerce Marketing
- Mobile Web Marketing
- Content Marketing
- Online Reputation Management
- Affiliate Marketing Techniques
- AdSense and blogging
- Search Engine Optimization (SEO)
- Google Certification
- Live Projects

# Advance Video Editing Course

Duration: 6 Year

## Computer Operating

- Introduction to computer
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Software download & Installation etc...

## Video Editing Course

- Introduction to course setup
- Video Editing with Ai
- Video Editing Techniques
- Audio Editing
- Voice Changing
- Video Converter
- Thumbnails
- Advance tools and practical exercises

# 2D Cartoon Animation Course

Duration: 1 Year

## Computer Operating

Duration: 2 Months

- IT Fundamental
- Effective **English** Typing Technique
- Effective **Hindi** Typing Technique
- Operating System (Window XP, 7, 8, 10, 11, 13)
- Software Download, Installation and pen drive etc...

## 2D Animation

Duration: 10 Months

- Adobe Animate
- Adobe Illustrator
- Adobe Photoshop
- Video Editing
- Audio Editing
- Voice Changing
- Video Converter
- Thumbnails



# Spoken English

Duration: 1 Years

## Course

- Grammar
- Vocabulary
- Word Pronunciations
- Questionnaires
- Group Discussion
- Interview Skills
- Personality Development
- Business Communication
- Art of Public Speaking
- Interpersonal Talk

# **Tuition Classes**

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**Class 1st to 12th all  
Subjects**

## **Arts Section**

- Pol. Science
- History
- Geography
- Economics
- English

## **Commerce Section**

- Accounts
- Economics
- Maths
- Business Study
- English

## **Sceince Section**

- Biology
- Chemistry
- Physics
- Maths

**Home  
Tuition**

**Also**

**Available**

**LAL CHAND**

Institute of Information Technology

# Open School Admission

**10th & 12th**

6th, 7th, 8th, 9th and 11th

**Fail** Students can pass

**10th & 12th**

Directly from

**NIOS & CBSE Board**

**LAL CHAND**

Institute of Information Technology

# Guidance & Counselling For Admission

BCA, BBA, B. HM, B. Tech, M. Tech, MBA, MCS,  
Diploma in Polytechnic, D. Pharma, B. Pharma,  
M. Pharma, DMLT, BMLT, ANM, GNM, B. Sc Nursing  
GDA, EMT-B, DOTT, B. Voc. OTT, X-Ray  
B.A., B. Com, B. Sc, M.A., M. Com, M. Sc, B. Ed, M. Ed,  
JBT, B.A LLB, LLB & Many More .....

## From Recognized University

## AUTHORISED CENTER OF

**SRCCEM** SHRI RAM COLLEGE  
OF ENGINEERING & MANAGEMENT



**LAL CHAND** Institute of Information Technology



# Short Terms Courses

## Software                      Duration

1. Ms-Word	20 Days
2. MS Excel	10 Days
3. Ms-Paint	10 Days
4. It Fundamental	10 Days
5. Ms-PowerPoint	30 Days
6. Ms-Access	10 Days
7. English Typing	15 Days
8. Hindi Typing	30 Days
9. Internet & E-Mail	10 Days
10. Advance Internet	25 Days
11. Tally ERP9	30 Days
12. Tally Prime	35 Days
13. Tally with GST	40 Days
14. Tally with GST & TDS	45 Days
15. Busy Software	30 Days
16. Advance Excel	45 Days
17. Data Entry	10 Days
18. MIS	30 Days
19. Sap	50 Days
20. Photoshop 7.0	60 Days
21. Photoshop CS latest	65 Days
22. CorelDraw X7	60 Days
23. CorelDraw Latest	65 Days
24. InDesign	45 Days
25. Adobe Illustrator	60 Days
26. Image Ready	10 Days
27. Page Maker	10 Days
28. Adobe Acrobat (PDF)	7 Days
29. Outlook	10 Days
30. Ms-Publisher	15 Days

## Software                      Duration

31. HTML	20 Days
32. CSS	10 Days
33. Java Script	10 Days
34. C Programming	10 Days
35. C++	30 Days
36. Computer Programming	10 Days
37. Python	15 Days
38. SQL	30 Days
39. Php	10 Days
40. Word Press	25 Days
41. Hosting & Domain	30 Days
42. Website Designing	35 Days
43. Website Development	40 Days
44. Video Editing	45 Days
45. YouTube Course	30 Days
46. Social Media Marketing	45 Days
47. Digital marketing	10 Days
48. E-Mail Marketing	30 Days
49. Blogging	50 Days
50. Contant writing	60 Days
51. Freelancing	65 Days
52. 2D Cartoon Animation	60 Days
53. After Effect Software	65 Days
54. Auto Cad 2D & 3D	45 Days
55. Shorthand (Typing)	60 Days
56. Stenography	10 Days
57. Adobe Premiere	10 Days
58. Software Downloading	7 Days
59. Software Installation	10 Days
60. Online Earning Course	15 Days

# LAL CHAND

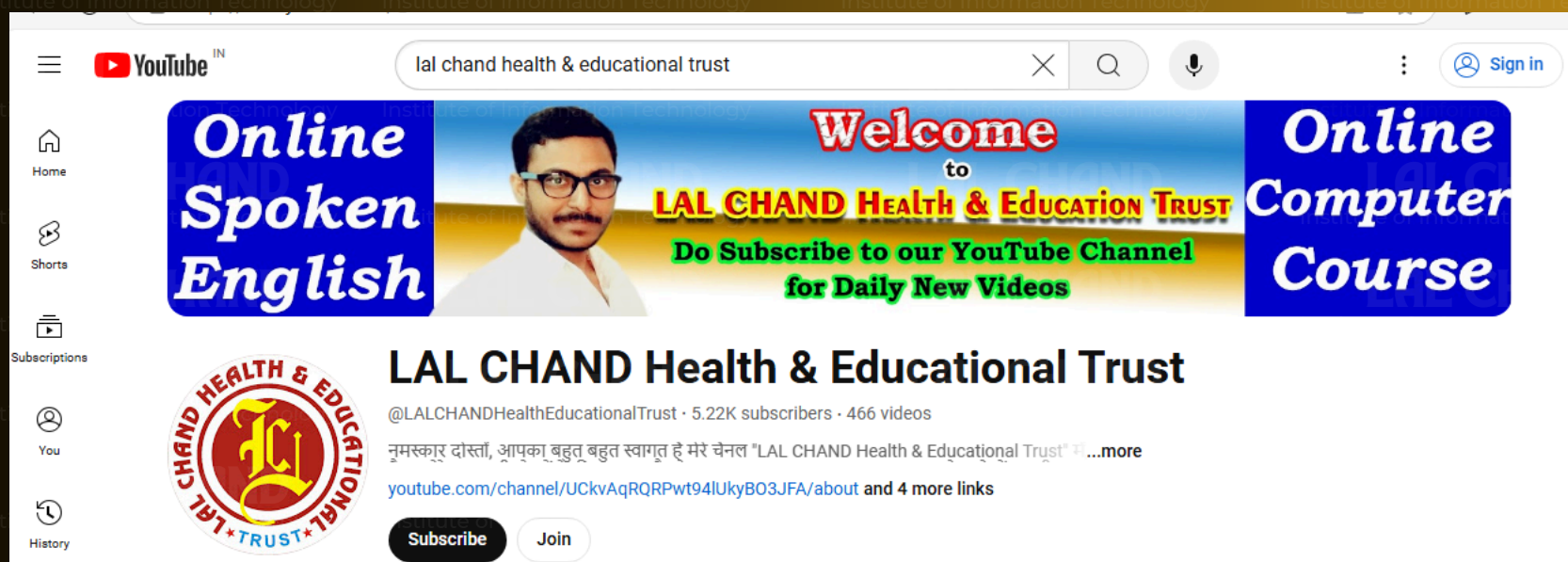
Institute of Information Technology

Learn Today, Lead Tomorrow

A Unit of LAL CHAND Health & Educational Trust

Registered with Ministry of MSME (Govt. of India)

Niti Ayog, Skill India, Digital India (ISO 1901 : 2015)



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