



भारत सरकार द्वारा मान्यता प्राप्त

# NAMAN COMPUTER CENTER

REGD. UNDER MSME UDYOG AADHAAR, AN ISO 9001:2015 CERTIFIED, REGD. BY N.C.T. OF GOVERNMENT,  
REGD. UNDER DEPARTMENT OF LABOUR DELHI, UNIT OF SUNDER DEVI FOUNDATION

**SUNDER DEVI EDUCATION SKILL AND TRAINING FOUNDATION**



**BASIC:- Duration 3 Months**  
(Computer fundamentals, Ms.-Word, Ms.-Excel, PowerPoint, MS-Access, Window Internet, etc.)

**DTP:- Duration 3Months** (Photoshop, Coral Draw, Pagemaker, InDesign)

**TALLY:- Duration 3 Months** (Tally Prime, English Typing, Taxes-GST, TDS, VAT, CST, TCS, Other Taxes)

**BUSY:- Duration 3 Months** (Tally Prime, English Typing, Taxes-GST, TDS, VAT, CST, TCS, Other Taxes)

**TYPING:- Duration 3Months** (English & Hindi Typing)

**DATA ENTRY:- Duration 2 Month**  
(Ms.-Word, Ms.-Excel, MS-PowerPoint, Ms.-Access, Internet, PDF, Google Sheet, Doc, Office Work, 40+ Topics)

**ADVANCE EXCEL:- Duration 2 Months**  
Formula, VLOOKUP, HLOOKUP, Pivot Tables&Charts, Filter, Projects, Rows, Columns, Format, Data, Menu Bars, MIS Report, Scenario Manager, Goal Seek, Data Table, Data Validation, Consolidat,e and More.....

**DDTP:- Duration 6 Months** (Basic, Photoshop, CoralDraw, PageMaker, InDesign, English Typing)

**ADTP:- Duration 6 Months** (illustrator, Photoshop, CoralDraw, PageMaker, InDesign, English Typing)

**DCAA:- Duration 6 Months** (Basic, Tally, Busy, Taxes, English Typing, Projects)

**WEB DESIGNING:- Duration 6 Months**  
(Basic, HTML, DHTML, CSS, Bootstrap, WordPress, Tool: VS Code, Sublime, Dreamweaver)

**WEB DEVELOPMENT:- Duration 6 Months**  
(HTML, DHTML, CSS, JS, JQUERY, PHPCore & Advanced, MySQL Adv., MVC, Codeigniter Tool: VS Code)

**DIGITAL MARKETING:- Duration 6 Months**  
SEO, SMO, Ads, Blog, Email Marketing, WordPress, Website, Social Media, Graphics Designing, Canva, Plugins, GMB, Google Console, Keywords, PPC, SSL Certificate, Business Promotion Marketing Tools, ChatGPT, Google Site, Google Ads, Meta Ads, Live Projects etc.

**ENGLISH SPEAKING:- Duration 6 Months**  
Certificate, 1Hour Class, 3 Levels:- Basic, Intermediate, Advance, GD, PD, Grammar, Spoken, Reading, Speaking, Writing, Listening, interview Preparation, Vocabulary, Public Speaking, Movie Clips Sessions, etc.

**HARDWARE(A+):- Duration 3 Months**  
Basic intro. Hardware, Assembling & Disassembling, Operating System, Software Installation, Computer, Networks, Market visit, Live Projects, Data Backup, PC Troubleshooting, Anti Virus Installation and 40+ More.Topics .....

**FULL STACK DEVELOPMENT:- Duration 08 Months**  
HTML, DHTML, CSS, Bootstrap, WordPress, J S, jQuery, PHP, Core & Advance, MySQL, Adv, MVC, Codeigniter Tools: VS Code, Sublime, Dreamweaver

**DCA:- (Diploma in Computer Accounting) Duration 12 Months**  
Basic, DTP, Tally, Busy, Marg, Hindi & English Typing, Google Sheet, Internet, Projects, Assignment, etc.

**VIDEO EDITING (BASIC):- 45 Days**  
Reel Videos, Youtube Videos, Youtube Shorts, Marketing Videos, 3+ Video Software, Design

**VIDEO EDITING (ADVANCE):- 3 Months**  
Reel Videos, YouTube Videos, YouTube Shorts, Marketing Videos, 3+ Video Software, Design, Advance Video, Filmora, After Effects, Adobe Premium and More.

**DATA ANALYTICS:- 4 Months**  
Excel, SQL, Python, NumPy, Pandas, Open Ai, Power BI, Matplotlib, 5+ More Topics + Assignment or Projects

**DATA ANALYTICS:- 4 Months**  
Excel, SQL, Python, NumPy, Pandas, Open Ai, Power BI, Matplotlib, 5+ More Topics + Assignment or Projects

**SHORT-TERM COURSES Days | Week | Month**  
Excel, PowerPoint, MS-Word, HTML, DHTML, CSS, Java Script, Java, SEO, SMO, Ads, Typing, CorelDraw, Photoshop & more

## COMPETITIVE EXAMS

(Prepare for a Government Job) SSC, BANK PO, CLERK, DSSSB, RAILWAY, POLICE, UPSC, NEET, JEE NET, CTET, B-Ed, ITI, POLYTECHNIC, CUET, CLAT, IPMAT, JIPMAT

## COACHING CLASSES

Nursery to 12th classes (All Subjects)  
(ARTS, COMMERCE, SCIENCE)  
M.com, MA, B-com, B.A, BCA, BSc, MBA, MCA [DU SOL, IGNOU, Jamia,

DIPLOMA

SOFTWARE

HARDWARE

SHORTHAND

ENG. SPEAKING

DATAN ENTRY

ADVANCE EXCEL

BCC / CCC / O LEVEL

FULL STACK

GRAPHIC DESIGNING

**OFFICE TIMING**  
7 AM TO 9 PM

**CLASS SCHEDULE**  
MON TO FRI

**HELPLINE NUMBER**  
011-41668257

**CLASS MODE**

OFFLINE / ONLINE

**CLASS SCHEDULE**

MON TO FRI

**HELPLINE NUMBER**  
011-41668257

OPEN SCHOOLING

अपना साल बचाएँ!  
9वीं फेल - अब करें 10वीं, 11वीं  
फेल - अब करें 12वीं!  
Get Admission in  
Distance Boards:  
NIOS / Sikkim Board  
Coaching Classes Also  
Available!  
अब पढ़ाई में गैप नहीं - अपने  
करियर को आगे बढ़ाएँ आज ही!

HEAD OFFICE E-51, BASEMENT SHASTRI NAGAR DELHI-110052, CONTACT: 8447571913, 8882634415 www.namancomputercenter.com

