

# SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under the Public Trust & of India NCT New Delhi  
AN ISO 9001:2015 Certified Computer Education & Registered under Ministry of MSME Govt. of  
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## ADGD

(ADVANCE DIPLOMA IN GRAPHIC DESIGNING)

## Chat GPT & With AI

### BASIC (3 Months)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output
- Introduction To Ms Office
- Introduction To Ms Word
- Introduction To Ms Excel
- Introduction To Ms- Power Point
- Introduction To Ms- Access
- Introduction To Internet

### ADV. EXCEL (2 Months)

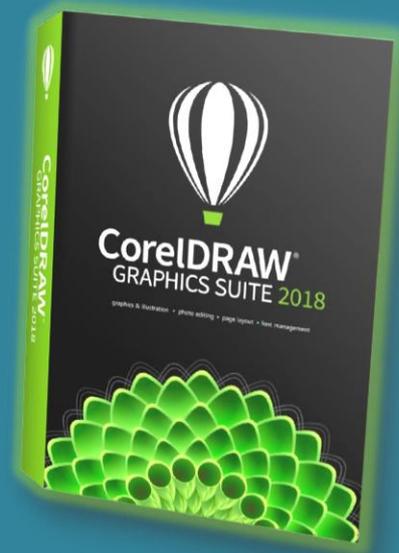
- Mark sheet
- Salary Sheet
- Age Calculation
- Attendance Sheet
- Balance Sheet Report
- Banking Financial Accounting  
(Loan Sheet)
- Departmental Store Sheet
- Employee Time Schedule
- GST Bill Tax Invoice
- Inventory Stock
- Patty Cash Log
- Profit & Loss
- Price List
- Cafe Bill
- V Lookup



- H Lookup
- Salary & Attendance Sheet
- All Formula
- Data Analytics
- Pivot Table
- Data Lookup
- Data Cleaning
- MIS Reporting
- ESSENTIAL Short-Cuts

### Graphic Design (8 Months)

- Adobe Page maker
- Adobe Photoshop
- Corel Draw
- Adobe Flash
- Adobe InDesign
- Adobe Light room
- Adobe Illustrator
- Canva



### TYPING (2 Months)

- News Paper
- Hindi Typing
- Book Typing
- Basic Lessons
- Exam Typing
- Typing Master
- Internet Website



<b>COURSE DURATION</b>	:	<b>15 Months</b>
<b>TOTAL FEES</b>	:	<b>22,499/-</b>
<b>ONE TIME FEES</b>	:	<b>19,999/-</b>
<b>EMI PAYMENT</b>	:	<b>4500/- (5 Times)</b>
<b>MONTHLY FEE</b>	:	<b>1500/- (Per Months)</b>