

Computer Small Courses

1. MS Office

Duration – 2 Months

Definition:

MS Office ek popular office software package hai jisme Word, Excel, PowerPoint, Outlook jaise tools hote hain.

Use:

- Word: Letter, Resume, Notice
- Excel: Calculation, Report, Salary, Result
- PowerPoint: Presentation, Slides
- Outlook: Email handling

2. Tally Prime

Duration – 3 Months

Definition:

Tally Prime ek accounting software hai jo business ke financial records manage karta hai.

Use:

- Accounting (Debit, Credit)
- Inventory Management
- GST Return, Billing
- Profit & Loss, Balance Sheet

3. Data Entry

Duration – 2 Months

Definition:

Computer me data ko sahi format me enter karna Data Entry kehlata hai.

Use:

- Excel, Software, Online Forms
- Office, Bank, Hospital, Company records

4. GST Invoice

Duration – 1 Months

Definition:

GST Invoice ek legal bill hota hai jo GST ke rules ke according banaya jata hai.

Use:

- Tax Invoice
 - CGST, SGST, IGST calculation
 - Business billing & compliance
-

5. Libre Office

Duration – 3 Months

Definition:

Libre Office ek free open-source office software hai jo MS Office ka alternative hai.

Use:

- Writer (Word)
 - Calc (Excel)
 - Impress (PowerPoint)
-

6. Email Working

Duration – 15 Days

Definition:

Email working me professional email banana, bhejna, receive karna aur manage karna sikhaya jata hai.

Use:

- Gmail / Outlook
- Attachment, CC, BCC
- Office communication

7. Hardware & Software

Duration – 12 Months

Hardware Definition:

Computer ke physical parts jaise Keyboard, Mouse, CPU, Printer.

Software Definition:

Programs jaise Windows, MS Office, Tally jo computer ko kaam karne layak banate hain.

8. Hindi Typing & English Typing

Duration – 3-6 Months

Definition:

Keyboard se fast aur accurate typing sikhana.

Use:

- Kruti Dev / Mangal (Hindi)
 - Office work, Government jobs, Data entry
-

9. Power BI @ MS Excel

Duration – 2 Months

Definition:

Power BI ek data visualization tool hai jo reports aur dashboards banata hai.

Use:

- Charts, Graphs
 - Business data analysis
 - Decision making
-

10. Google Sheet

Duration – 1 Months

Definition:

Google Sheet ek online spreadsheet tool hai.

Use:

- Calculation
 - Real-time data sharing
 - Team work
-

11. Google Form

Duration – 1 Months

Definition:

Google Form online form aur survey banane ka tool hai.

Use:

- Online Test
 - Feedback form
 - Registration form
-

12. Photoshop

Duration – 3 Months

Definition:

Photoshop ek image editing software hai.

Use:

- Photo editing
 - Banner, Poster, Thumbnail
 - Social media design
-

13. CorelDraw

Duration – 1 Months

Definition:

CorelDraw ek graphic designing software hai jo vector graphics par kaam karta hai.

Use:

- Logo
 - Visiting Card
 - Flex & Banner design
-

14. PageMaker

Duration – 1 Months

Definition:

PageMaker desktop publishing (DTP) software hai.

Use:

- Book
 - Newspaper
 - Magazine design
-

15. VBA (Visual Basic for Applications)

Duration – 3 Months

Definition:

VBA ek programming language hai jo MS Excel ko automate karti hai.

Use:

- Macro
 - Auto reports
 - Advanced Excel work
-

16. HTML

Duration – 1 Months

Definition:

HTML web pages banane ki basic language hai.

Use:

- Website structure
- Text, Image, Link display

17. DHTML

Duration – 1 Months

Definition:

DHTML HTML, CSS aur JavaScript ka combination hai.

Use:

- Dynamic web pages
- Animation & effects

18. JavaScript

Duration – 3 Months

Definition:

JavaScript ek scripting language hai jo website ko interactive banati hai.

Use:

- Form validation
- Pop-ups
- Dynamic content

19. WordPress

Duration – 3 Months

Definition:

WordPress ek CMS (Content Management System) hai jisse bina coding website banayi ja sakti hai.

Use:

- Business website
- Blog
- E-commerce website

Artificial Intelligence (AI) – Definition

AI ek aisi technology hai jisme machines **human intelligence** ki tarah kaam karti hain, jaise:

- Sochna
- Decision lena
- Data se seekhna
- Language samajhna

Example: ChatGPT, Google Assistant, Alexa

OpenAI kya hai?

OpenAI ek AI research company hai jo advanced AI tools banati hai, jaise:

- **ChatGPT** (text, answer, content)
- **DALL·E** (image generation)
- **Whisper** (speech to text)

OpenAI / AI Course me kya sikhaya jata hai?

1 ChatGPT & AI Tools

- Prompt writing (sahi question kaise pooche)
- Content writing
- Resume, Email, Assignment banana
- AI se study & office work fast karna

2 AI for Office Work

- MS Word, Excel ke kaam AI se
- Auto report & data analysis
- Presentation & summary banana

3 AI for Business

- Marketing content
- Social media post
- Customer support chatbot
- Sales ideas & planning

4 AI for Students

- Notes banana
- MCQ & Question paper
- Homework help
- Exam preparation

5 AI for Design & Media

- Image generation
- Logo, poster ideas
- YouTube script & thumbnail ideas

6 Basic Machine Learning (Intro level)

- Data kya hota hai
- Model kaise kaam karta hai
- Prediction & analysis (basic)

OpenAI Course ke Benefits

- ✓ Time save
- ✓ Smart working
- ✓ Freelancing ke chances
- ✓ Online earning support
- ✓ Future-ready skill

Career Options

- AI Operator
- Content Creator
- Digital Marketer
- Data Assistant
- Freelancer
- Office Automation Expert

Course Duration (Typical)

- **1 Month** – Basic AI Tools
- **2–3 Month** – AI + Office + Business use

LAL BAHADUR SHASTRI TRAINING INSTITUTE

www.lbstidankaur.com



LBSTI LAL BAHADUR SHASTRI TRAINING INSTITUTE

Lok Kalvan Samaiik Sansthan, National Educational Development Centre India

COURSE OFFERED

CTT

DIT

DTP

CCO

CWD

TALLY

C++

JAVA

DAFA



ADMISSION OPEN

Established in 1990 ISO 9001-2015 Certified Institute



कम्प्यूटर चलाना सीखें

Short Course Offered



- MS Office
- Libre Office
- Advance Excel
- Tally Prime with GST
- GST Invoice
- Data Entry
- Photoshop
- CorelDraw
- PageMaker
- C, C++ & Java
- Basic Course
- Hindi Typing
- English Typing
- Photo Editing
- Graphics Design
- HTML & DHTML
- E-Mail & Internet
- Hardware
- Software
- Office Management



Contact Us: - 8192053598



8192053598, 9999009067



www.lbsti.org



[computer_coaching_dankaur](https://www.instagram.com/computer_coaching_dankaur)



Atta Road, Jaat Colony Dankaur G.B. Nagar - 203201



VK Computer Solution



[computer_coaching_dankaur](https://www.instagram.com/computer_coaching_dankaur)



www.lbstidankaur.com



8192053598