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PROSPECTUS



**BHARATIYA YOUTH
COMPUTER TRAINING CENTRE**

BHARATIYA YOUTH COMPUTER TRAINING CENTRE

An Initiative Of Algerian Bharatiya Youth Computer Training Centre

An Autonomous Institution Registered under Public Trust Act, Govt. of WB & NCT, Delhi
ISO 9001: 2015 Certified Institute
Course Reg. under C.R. Act, MHRD, Ministry of Labour, Govt of India

COURSE INDEX

CERTIFICATE COURSE :-

Certificate IN Masterkey Depression (CMD)
Certificate Course in Software Installation, Up Gradation (CCSIUG)
Certificate IN Computer Accounting (CCA)
Certificate Course In Computer Operating (CCCO)
Certificate in Mobile Technology (CMT)
Certificate in Desk Top Publication (CDTP)
Certificate in Basic Computer Application (CBCA)
Certificate Course in Cyber Cafe Operator (CCCO)
Certificate in Information Technology Application (CITA)
Certificate in Tally (CIT)
Certificate in Financial Accounting System (CFAS)
Expert Spoken English (ESE)

DIPLOMA COURSE :-

Diploma in Data Entry (DIDE)
Diploma in Computer Application (DCA)
Diploma in Desk Top Publication (DDTP)
Diploma in Financial Accounting System (DFAS)
Diploma in Computer Hardware (DCH)
Quick Expert in Spoken English (QESE)
Diploma in Computer Application & Web Design (DCA-WD)
Diploma in Office Accounting Expert (DOAE)
Master Diploma in Computer Operator (MDCO)
DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION (DITA)

ADVANCE DIPLOMA COURSE :-

Advanced in Expert Spoken English (AESE)
Advance Diploma in Office Accounting (ADOA)
Post Graduate Diploma in Information Technology Education (PG.D.I.T.ED.)
Computer Guidance for Smart – Kids (CGS - KIDS)
Advance Diploma in Multimedia & Animation (ADMA)
Advance Diploma in IT Programming (ADITP)

Certificate IN Masterkey Depression (CMD)

DURATION: 3 MONTH

Eligibility : Basic Literacy

• Learning Keys
• Typing Accuracy & Speed-Building practice
• Speed & Accuracy Development
• Online typing Aids. & Weekly assignments
• Project Work

FEES STRUCTURE

Reg. Fees : 600/-

Course Fees: 2000/-

Note: Exam Fee will be charge extra

Certificate Course in Software Installation, Up Gradation (CCSIUG)

DURATION: 3 MONTH

Eligibility : 8th

• Introduction to Hardware & Personal Computer
• Computer Mother Board, Storage, USB Devices
• SMPS & Troubleshooting
• Software Installation & System Files
• PC Tools & Anti Virus Software
• Internet & e-mailing

FEES STRUCTURE

Reg. Fees : 700/-

Course Fees: 2600/-

Note: Exam Fee will be charge extra

Certificate in Computer Accounting (CCA)

DURATION: 3 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• F.O.A(Fundamental of Accounts) & Tally – ERP 9
• Internet & e-mailing
• Lab-I
• Project Work

FEES STRUCTURE

Reg. Fees : 700/-

Course Fees: 2400/-

Note: Exam Fee will be charge extra

Certificate Course In Computer Operating (CCCO)

DURATION: 3 MONTH

Eligibility : Basic Literacy

• Computer Fundamentals & O.S.
• MS – Office – 2007 (MS-Word, MS-Excel, MS-Power Point,)
• Entertainment , Internet & e-mailing

FEES STRUCTURE

Reg. Fees : 600/-

Course Fees: 2000/-

Note: Exam Fee will be charge extra

Certificate in Desk Top Publication (CDTP)

DURATION: 6 MONTH

Eligibility : 5th

• Computer Concept, Fundamentals & O.S
• D.T.P. (Page Maker, Corel Draw, Photo Shop)
• Internet & e-mailing
• Lab-I
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 3200/-

Note: Exam Fee will be charge extra

Certificate in Mobile Technology (CMT)

DURATION: 6 MONTH

Eligibility : 8th

• Basic Mobile Phone
• Various Mobile Circuit
• Mobile Phone Repairing
• Mobile Repairing Tools
• Mobile Phone Faults
• Downloading Techniques
• Internet & e-mailing

FEES STRUCTURE

Reg. Fees : 1000/-

Course Fees: 3200/-

Note: Exam Fee will be charge extra

Certificate Course in Cyber cafe Operator (CCCCO)

DURATION: 6 MONTH

Eligibility : 8th

• Computer Fundamentals & O.S. ,Windows Operating(Memory card,Pendrive handle)
• MS – Office – 2007 (MS-Word, MS-Excel, MS-Power Point,)
• Basic Internet Concept, Mobile Recharge, Online Passport Application
• Software Installation, Adobe Photoshop
• Online Form Fill up, Rail & Flight ticket booking, Hotel booking, Printing

FEES STRUCTURE

Reg. Fees : 600/-

Course Fees: 4200/-

Note: Exam Fee will be charge extra

Certificate in Basic Computer Application (CBCA)

DURATION: 6 MONTH

Eligibility : 8th

• Computer Fundamentals & O.S.
• MS – Office – 2007 (MS-Word, MS-Excel, MS-Power Point,)
• Entertainment , Internet & e-mailing
• Data Entry (Typing Skill, Speed Test , Printing, Scanning)

FEES STRUCTURE

Reg. Fees : 600/-

Course Fees: 3200/-

Note: Exam Fee will be charge extra

Certificate in Information Technology Application (CITA)

DURATION: 6 MONTH

Eligibility : 10th

• Computer Fundamentals & O.S. , CD/DVD Write , Pendrive Handling
• MS – Office – 2007 (MS-Word, MS-Excel, MS-Power Point,)
• Entertainment , Internet & e-mailing
• Enhancing Key depression (Typing Skill, Speed Test, Accuracy Management)
• HTML Concept

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 3800/-

Note: Exam Fee will be charge extra

Certificate in Tally (CIT)

DURATION: 6 MONTH

Eligibility : 10th

• Computer Fundamental & O.S
• MS-Office (MS-Word,)
• Entertainment & Internet & e-mailing
• Bengali & English Typing (Finger setting on Keypad, Enhancing Typing Speed, Accuracy measurement)
• Windows Operating (File, Folder, Drive handling, CD & DVD Writer, Pen Drive & Memory Card use)
• Tally

FEES STRUCTURE

Reg. Fees : 1000/-

Course Fees: 3600/-

Note: Exam Fee will be charge extra

Certificate in Financial Accounting System (CFAS)

DURATION: 6 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel,)
• Tally, Internet & e-mailing
• Lab-I
• Project Work

FEES STRUCTURE

Reg. Fees : 600/-

Course Fees: 4000/-

Note: Exam Fee will be charge extra

Diploma in Desk Top Publication (DDTP)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Power Point,)
• D.T.P. (Page Maker, Corel Draw, Photo Shop, Photo Paint)
• Internet & e-mailing
• Lab-I
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 6200/-

Note: Exam Fee will be charge extra

Diploma in Financial Accounting System (DFAS)

DURATION: 12 MONTH

Eligibility : 10th

• Computer Concept , Fundamental & O.S
• MS Office (Word,Excel)
• F.O.A(Fundamental of Accounts) & Tally – ERP 9
• GST,TDS Calculation, Internet & e-mailing
• Lab1, Project 1

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4800/-

Note: Exam Fee will be charge extra

Diploma in Computer Hardware (DCH)

DURATION: 12 MONTH

Eligibility : 10th

• Analog and Digital Electronics , Binary Concept
• Operating System & Internet
• Microprocessors , Installing & Assembling
• Peripheral Devices Installation & Maintenance
• Configuring ICS and BSNL Broadband Modem
• Lab-I

FEES STRUCTURE

Reg. Fees : 1000/-

Course Fees: 4800/-

Note: Exam Fee will be charge extra

Diploma in Data Entry (DIDE)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Fundamental & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• Entertainment &Internet & e-mailing
• Bengali & English Typing (Finger setting on Keypad, Enhancing Typing Speed, Accuracy measurement)
• Windows Operating (File, Folder, Drive handling, CD & DVD Writer, Pen Drive & Memory Card use) HTML

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 5200/-

Note: Exam Fee will be charge extra

Diploma in Computer Application (DCA)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• HTML , Internet & e-mailing
• Lab-I
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 6200/-

Note: Exam Fee will be charge extra

Quick Expert in Spoken English (QESE)

DURATION: 12 MONTH

Eligibility : 10th

• Basic English Grammar with Written test
• Reading, Writing, Dictation and Understanding
• Vocabulary, Tenses, Collocation
• Developing Pronunciation with Rhythm
• Self Introduction
• Using Everyday Expressions
• Group Activities
• Telephone Etiquette
• Personal Grooming – Dressing, Body Language, Basic Etiquettes, Mannerism etc
• Listening Skills

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4400/-

Note: Exam Fee will be charge extra

Diploma in Office Accounting Expert (DOAE)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• HTML , Internet & e-mailing
• Lab-I
• Project Work
• Basic of Financial Accounting
• Computerized Accounting Through Tally
• D.T.P. – Page Maker, Corel Draw, Photoshop
• Data Entry: Typing Skill (English), Speed Test, Scanning, Printing, CD / DVD Writing etc.
• Lab-II
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4200/-

Note: Exam Fee will be charge extra

DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION (DITA)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS Office (Word, Excel ,PowerPoint)
• Database Management System(Visual Foxpro), Programming Fundamentals,Programming Using Visual Basic,Database Management
System using MS Access,Overview of VB.Net, Internet & E-mail
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4600/-

Note: Exam Fee will be charge extra

Master Diploma in Computer Operator (MDCO)

DURATION: 12 MONTH

Eligibility : 10th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• HTML & Front Page & Internet
• Lab-I
• C Language
• Programming in C++
• Java
• Lab-II
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4400/-

Note: Exam Fee will be charge extra

Advanced in Expert Spoken English (AESE)

DURATION: 18 MONTH

Eligibility : 8th

• Basic Idea of the Language
• Tenses
• Collocation
• Advanced English Grammar
• Reading Accuracy with neutral accent
• Advanced Vocabulary
• Voice Clarity & Modulation
• Advanced Extempore & Impromptu
• Group Discussion Skills & Practice
• Debate
• Role Play & Voice Recording
• Presentation Skills
• Public Speaking
• Mind Power Training
• Developing Leadership Skills

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 6200/-

Note: Exam Fee will be charge extra

Diploma in Computer Application & Web Design (DCA-WD)

DURATION: 12 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• Photoshop ,Flash , Corel Draw
• Sound Forge , Illustrator , Pinnacle
• Lab 1
• Photo Paint, Adobe Premier ,Dream Weaver
• 3D Max
• Director
• Lab-II

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 4600/-

Note: Exam Fee will be charge extra

Advance Diploma in Office Accounting (ADOA)

DURATION: 24 MONTH

Eligibility : 10th

• Computer Fundamental & O.S.
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• HTML, Internet & e-mailing
• D.T.P. (Adobe PageMaker, Photoshop, CorelDraw)
• Data Entry (Typing Skill, Speed Test, Scanning, Printing, CD/DVD Writing etc.)
• F.O.A. (Fundamental of Account) & Tally ERP 9

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 8700/-

Note: Exam Fee will be charge extra

Post Graduate Diploma in Information Technology Education (PG.D.I.T.Ed.)

DURATION: 24 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
• Computer Network & Internet
• DTP (Adobe Photoshop, Adobe Page Maker)
• HTML & Front Page
• Visual Basic
• Java
• Programming in C++
• Programming with VB.Net
• PHP
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 8500/-

Note: Exam Fee will be charge extra

Expert Spoken English (ESE)

DURATION: 6 MONTH

Eligibility : 8th

• Basic Idea of the Language
• Tenses
• Collocation
• Advanced English Grammar
• Reading Accuracy with neutral accent
• Advanced Vocabulary
• Voice Clarity & Modulation
• Advanced Extempore & Impromptu
• Group Discussion Skills & Practice
• Public Speaking
• Mind Power Training
• Developing Leadership Skills

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 2400/-

Note: Exam Fee will be charge extra

Advance Diploma in Multimedia & Animation (ADMA)

DURATION: 24 MONTH

Eligibility : 10th

• Computer Concept , Fundamentals & O.S
• MS Office
• Photoshop ,Flash , Corel Draw
• Sound , Illustrator , Dream Weaver
• Lab 1
• Video Mixing
• Sound Editing
• After Effect, 3D MAX
• Lab-II
• Project Work

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 8200/-

Note: Exam Fee will be charge extra

Advance Diploma in IT Programming (ADITP)

DURATION: 24 MONTH

Eligibility : 8th

• Computer Concept , Fundamentals & O.S
• MS-Office (MS-Word, MS-Excel, MS-Power Point, Access)
• Accounting concept with Tally
• Lab-I
• Hardware Concept
• Concept of C Language
• HTML, Internet & E_mailing
• Concept of Networking
• Lab -II
• Lab -III
• Lab -III

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 7200/-

Note: Exam Fee will be charge extra

Computer Guidance for Smart – Kids (CGS - KIDS)

DURATION: 24 MONTH

Eligibility : 8th

• Computer Basic
• First Steps with the Computer
• Logo, Paint, Note Pad, Word Pad, MS – Dos, Task Paint
• MS – Word, MS – Excel, MS – PowerPoint,
• Corel Draw,
• Entertainment
• Photoshop,
• Access
• HTML
• Typing
• Internet
• FoxPro

FEES STRUCTURE

Reg. Fees : 800/-

Course Fees: 7200/-

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JOIN TODAY

India's No 1

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