



# BALA G COMPUTER INSTITUTE & TRAINING CENTER

S-11, GF, Hayat Market, Oppt. Rana Sariya Wala, Sec 01, Jalpura, Gr. Noida, G. B. Nagar, U. P 201306

Mob: +91-8510909006 | Mail-Id: bgcitic@gmail.com | Visit us: www.bgcitic.in

## Course Details & Syllabus

Professional computer training syllabus for admission, counselling and student guidance

Practical Training | Live Projects | Career Skills

### Available Course Categories

1

#### Basic & Office

Computer basics, typing, internet, MS Office and Advanced Excel.

2

#### Accounting

Tally Prime with GST, billing, reports and accounting practice.

3

#### Creative Design

Graphic design tools, branding, social media creatives and portfolio work.

4

#### Web & Digital

WordPress, web design, SEO, Google Ads and digital marketing skills.

5

#### Hardware & Network

Computer hardware, networking, troubleshooting and maintenance.

6

#### Mobile Repairing

Smartphone hardware/software basics, testing and repair workflow.

**For latest batch timing, fees and admission details, contact BGCITC office.**

This syllabus is designed for counselling and information purpose. Course content may be updated as per industry needs.



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## COURSE DETAILS & SYLLABUS

### 1. Course Overview - Student Guidance

BGCITC courses are designed for students, job seekers, small business owners and beginners who want practical computer skills. Each course combines classroom learning, hands-on practice, assignments, live examples and basic career guidance.

Course Category	Recommended For	Approx. Duration	Key Outcome
Basic Computer	Beginners, school/college students	1-2 Months	Computer operations, typing, internet and office basics
MS Office & Excel	Students, office users, job seekers	2-3 Months	Word, Excel, PowerPoint, data entry and reporting
ADCA / DCA	Long-term computer diploma learners	6-12 Months	Complete computer, office, accounting, design and internet skills
Tally Prime with GST	Commerce students, accountants, shop owners	2-3 Months	GST billing, accounting entries, reports and inventory
Graphic Design	Creative students, freelancers, social media designers	3-4 Months	Design tools, branding, posters, social creatives and portfolio
Web Design / WordPress	Website learners, freelancers, business owners	3-5 Months	Responsive websites, WordPress pages and basic SEO
Digital Marketing / SEO	Students, business owners, marketing learners	3-6 Months	SEO, social media, ads, GMB, content and analytics
Hardware & Networking	Technical learners, service/support aspirants	4-6 Months	PC assembly, troubleshooting, LAN setup and maintenance
Mobile Repairing	Repairing/business learners	3-4 Months	Mobile hardware/software basics and repair workflow

### 2. Training Methodology

#### Classroom + Practical Training

- Concept explanation in simple language with practical examples.
- Daily computer lab practice and guided assignments.
- Real-world tasks such as resume, billing, posters, web pages and reports.
- Module-wise assessment to check learning progress.
- Certificate after successful completion and evaluation.

#### Student Support & Evaluation

- Doubt support during practical sessions.
- Career counselling based on student goal and course performance.
- Interview/project discussion for selected job-oriented courses.
- Portfolio/project preparation for design, web and digital marketing learners.
- Basic discipline, attendance and practice tracking by institute team.

### 3. Required Documents at Admission

- Passport size photo
- Aadhaar card / ID proof
- Qualification proof if available
- Mobile number and WhatsApp number
- Parent / guardian details for minor students



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## COURSE DETAILS & SYLLABUS

### Basic Computer Course

Duration: 1-2 Months

Foundation course for students and beginners who want to start using computers confidently.

Level: Beginner

#### Who Should Join?

- New computer learners and school/college students
- Candidates preparing for office or data entry work
- Parents, homemakers and small business owners
- Anyone who wants to learn computer basics from zero

#### After Completion Student Can

- Operate Windows and basic computer applications
- Create folders, manage files and use pen drives safely
- Use internet, email, online forms and basic cyber safety
- Prepare simple documents, tables and presentations

#### Detailed Syllabus Modules

- 1 Introduction to computer, hardware and software
- 2 Windows operating system and desktop management
- 3 Keyboard, mouse, typing basics and shortcuts
- 4 File, folder, storage and printing basics
- 5 MS Word basics - typing, formatting and page setup
- 6 MS Excel basics - tables, formulas and simple reports
- 7 PowerPoint basics - slides and presentations
- 8 Internet browsing, email, attachments and online forms
- 9 Google tools, cloud storage and basic digital safety
- 10 Practical revision, test and certificate preparation

#### Practical Work / Assignments

- Create a biodata/resume in MS Word
- Make student marksheet and monthly expense sheet in Excel
- Create a 5-slide presentation on any topic
- Fill a sample online form and send email with attachment

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Prepare a complete student file containing resume, basic Excel sheet, PowerPoint presentation and email submission proof.



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## COURSE DETAILS & SYLLABUS

### MS Office & Advanced Excel Course

Job-oriented office productivity course for documentation, reporting, data handling and presentations.

Duration: 2-3 Months

Level: Basic to Intermediate

#### Who Should Join?

- Students applying for office and back-office jobs
- Account assistants, data entry operators and executives
- Business owners who maintain records and reports
- Learners who already know basic computer operations

#### After Completion Student Can

- Create professional documents, letters and reports
- Use Excel formulas, charts, filters and data tools
- Prepare presentation slides for study or business
- Handle printing, PDF export and office workflow

#### Detailed Syllabus Modules

- 1 MS Word - formatting, tables, headers, footers and page layout
- 2 Letters, notices, resume, mail merge and print setup
- 3 MS Excel - rows, columns, formatting and workbook management
- 4 Formulas - SUM, IF, COUNT, VLOOKUP/XLOOKUP basics
- 5 Sorting, filters, conditional formatting and data validation
- 6 Charts, dashboards, pivot table basics and reporting
- 7 PowerPoint - themes, transitions, animations and slide design
- 8 Google Docs, Sheets and cloud collaboration basics
- 9 PDF conversion, scanning, printing and file submission
- 10 Office project, practical test and assessment

#### Practical Work / Assignments

- Create salary sheet with formulas and formatting
- Prepare office letterhead, invoice format and admission register
- Build a simple Excel dashboard with chart and filter
- Make a professional presentation for a product/service

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Create a complete office record system containing letter, invoice, Excel report, dashboard and presentation.



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## COURSE DETAILS & SYLLABUS

### DCA / ADCA Diploma Course

Duration: 6-12 Months

Long-term diploma course covering computer basics, office tools, accounting, internet, design and career skills.

Level: Beginner to Job Ready

#### Who Should Join?

- Students after 10th/12th looking for a complete computer course
- Job seekers who need office, accounting and internet skills
- Learners who want one structured diploma syllabus
- Candidates preparing for basic computer-based roles

#### After Completion Student Can

- Work confidently on computer and office software
- Prepare documents, reports, billing and presentations
- Understand basics of accounting, design and internet use
- Build a strong base for job, freelancing or advanced courses

#### Detailed Syllabus Modules

- 1 Computer fundamentals, Windows and file management
- 2 Typing practice, shortcut keys and digital productivity
- 3 MS Word - documentation and professional formatting
- 4 MS Excel - formulas, tables, charts and reporting
- 5 PowerPoint - presentations and visual communication
- 6 Internet, email, online forms and cyber awareness
- 7 Tally Prime with basic GST concepts and billing
- 8 Graphic design basics - poster and social media design
- 9 Web basics - domain, hosting, WordPress introduction
- 10 Resume, interview preparation and final practical project

#### Practical Work / Assignments

- Prepare resume, cover letter and office documents
- Create Excel reports, marksheet and expense tracker
- Make GST bill and ledger entries in Tally practice company
- Design a poster and create a simple WordPress page

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Submit a diploma portfolio including office documents, Excel reports, Tally practice file, poster design and web page screenshot.



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## COURSE DETAILS & SYLLABUS

### Tally Prime with GST Course

Duration: 2-3 Months

Practical accounting course for billing, inventory, GST, reports and day-to-day business accounts.

Level: Commerce / Accounting

#### Who Should Join?

- Commerce students and accounting learners
- Shop owners and small business operators
- Candidates applying for accountant or billing jobs
- Professionals who need GST billing and report practice

#### After Completion Student Can

- Create company, ledgers and voucher entries in Tally
- Prepare sales/purchase bills with GST
- Manage stock, inventory and payment records
- Generate accounting, GST and outstanding reports

#### Detailed Syllabus Modules

- 1 Accounting fundamentals - debit, credit and journal concept
- 2 Tally Prime installation, company creation and security
- 3 Ledger creation, groups and opening balances
- 4 Accounting vouchers - payment, receipt, contra, journal
- 5 Sales, purchase, debit note and credit note entries
- 6 GST setup, tax ledgers, GST invoice and returns basics
- 7 Inventory - stock groups, stock items, units and godown basics
- 8 Banking, reconciliation, outstanding and interest basics
- 9 Reports - balance sheet, profit/loss, day book and GST reports
- 10 Practice company, final accounting project and test

#### Practical Work / Assignments

- Create a trading company and enter monthly transactions
- Prepare GST sales and purchase invoices
- Maintain stock item records and generate inventory report
- Print bills and export accounting reports in PDF/Excel

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Complete one practical business accounting file from company creation to GST billing, inventory and final reports.



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## COURSE DETAILS & SYLLABUS

### Graphic Design Course

Duration: 3-4 Months

Creative design course for social media creatives, posters, branding, print design and portfolio development.

Level: Beginner to Creative Portfolio

#### Who Should Join?

- Students interested in designing and creative careers
- Social media and digital marketing learners
- Freelancers and business owners creating promotional designs
- Anyone who wants to build a graphic design portfolio

#### After Completion Student Can

- Understand layout, color, typography and branding basics
- Design posts, banners, flyers, logos and print creatives
- Use common design tools with practical workflow
- Prepare a portfolio for freelance or job opportunities

#### Detailed Syllabus Modules

- 1 Design fundamentals - color, typography, spacing and composition
- 2 Canva professional workflow and template customization
- 3 Adobe Photoshop basics - layers, selection, retouching and effects
- 4 CorelDRAW / Illustrator basics - vector shapes and logo work
- 5 Social media post design for Instagram, Facebook and ads
- 6 Flyer, brochure, business card and certificate design
- 7 Product creative, banner and thumbnail design
- 8 Print setup, sizes, resolution, bleed and export formats
- 9 Brand kit, logo usage and client presentation basics
- 10 Portfolio building, mockups and final design project

#### Practical Work / Assignments

- Create 10 social media post designs in a theme
- Design business card, flyer, certificate and banner
- Create logo concept with brand color and typography
- Export designs for print, web and social media sizes

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Build a mini brand portfolio including logo, business card, flyer, Instagram posts, ad banner and print-ready files.



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## COURSE DETAILS & SYLLABUS

### Web Design & WordPress Development Course

Duration: 3-5 Months

Website creation course covering design basics, WordPress, Elementor, responsive pages and basic SEO.

Level: Intermediate / Website Builder

#### Who Should Join?

- Students who want to make business websites
- Freelancers and agency learners
- Business owners who want to manage their website
- Graphic/digital marketing learners upgrading to web skills

#### After Completion Student Can

- Understand website structure, domain and hosting basics
- Create responsive web pages using WordPress and Elementor
- Manage pages, menus, forms, blogs and basic SEO
- Build a complete demo business website

#### Detailed Syllabus Modules

- 1 Website fundamentals - domain, hosting, SSL and CMS basics
- 2 HTML and CSS basics for page structure and styling
- 3 WordPress installation, dashboard, themes and plugins
- 4 Elementor page builder - sections, columns, widgets and responsive design
- 5 Header, footer, menu, pages and blog setup
- 6 Contact forms, WhatsApp button, map and call-to-action sections
- 7 Landing page design for lead generation
- 8 Speed, security, backup and basic maintenance practices
- 9 On-page SEO basics - title, meta, heading and image optimization
- 10 Final website project and presentation

#### Practical Work / Assignments

- Create a homepage, about, services and contact page
- Design a landing page with form and CTA
- Set up menu, footer, blog and contact form
- Optimize page for mobile responsive layout

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Create a complete 5-page responsive business website with homepage, services, blog, contact form and basic SEO setup.



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## COURSE DETAILS & SYLLABUS

### Digital Marketing & SEO Course

Duration: 3-6 Months

Practical digital marketing course for SEO, social media, Google Business Profile, ads and lead generation basics.

Level: Job / Business Oriented

#### Who Should Join?

- Students interested in digital marketing jobs
- Business owners who want online growth
- Freelancers and social media managers
- Website learners who want SEO and marketing skills

#### After Completion Student Can

- Understand digital marketing channels and customer journey
- Plan social media content, captions and hashtag strategy
- Do basic SEO, keyword research and website optimization
- Understand Meta Ads, Google Ads and lead generation basics

#### Detailed Syllabus Modules

- 1 Digital marketing fundamentals and online customer journey
- 2 Website basics, landing pages and conversion-focused content
- 3 SEO - keyword research, on-page SEO and technical basics
- 4 Local SEO and Google Business Profile optimization
- 5 Content marketing, blogging and AEO-friendly content structure
- 6 Social media marketing - Instagram, Facebook and LinkedIn basics
- 7 Meta Ads basics - campaign objective, audience and creatives
- 8 Google Ads basics - search ads, keywords and budget planning
- 9 Analytics, reporting, UTM basics and monthly performance tracking
- 10 Live campaign planning, audit and final project

#### Practical Work / Assignments

- Prepare SEO keyword list and content plan
- Optimize sample website page title, meta and headings
- Create social media calendar with captions and creatives brief
- Create sample Meta/Google ad plan with audience and budget

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Prepare a digital marketing plan for a local business including SEO audit, GMB plan, social calendar and ad campaign structure.



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## COURSE DETAILS & SYLLABUS

### Computer Hardware Course

Technical course for computer parts, assembling, troubleshooting, OS installation and maintenance.

Duration: 3-4 Months

Level: Technical Beginner

#### Who Should Join?

- Students interested in computer service and support
- Cyber cafe, shop and office support learners
- Anyone who wants to repair or maintain PCs/laptops
- Learners planning to start basic computer service work

#### After Completion Student Can

- Identify computer parts and their functions
- Assemble/disassemble desktop computer safely
- Install Windows, drivers and common software
- Troubleshoot common hardware and software issues

#### Detailed Syllabus Modules

- 1 Introduction to computer hardware components
- 2 Motherboard, processor, RAM, SMPS, HDD/SSD and cabinet
- 3 Assembling and disassembling desktop computer
- 4 BIOS/UEFI settings and boot options
- 5 Windows installation, partitioning and formatting
- 6 Driver installation, software setup and activation basics
- 7 Printer, scanner, keyboard, mouse and peripheral troubleshooting
- 8 Virus protection, backup and data safety basics
- 9 Common hardware faults, beeps and diagnostic methods
- 10 Maintenance checklist, service report and final practical

#### Practical Work / Assignments

- Assemble a desktop computer step by step
- Install Windows and required drivers
- Troubleshoot display, boot and speed issues
- Create maintenance and service report format

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Complete a practical PC setup from assembling to Windows installation, driver setup and troubleshooting checklist.



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## COURSE DETAILS & SYLLABUS

### Computer Networking Course

Duration: 3-4 Months

Networking fundamentals course for LAN setup, IP addressing, router configuration and troubleshooting.

Level: Technical Intermediate

#### Who Should Join?

- Students interested in IT support and networking
- Cyber cafe and office networking learners
- Hardware students upgrading to network support
- Small business owners managing basic office networks

#### After Completion Student Can

- Understand LAN, WAN, IP and networking devices
- Create basic wired/wireless network setup
- Configure router, Wi-Fi and shared resources basics
- Troubleshoot common internet and LAN problems

#### Detailed Syllabus Modules

- 1 Networking fundamentals - LAN, WAN, IP, MAC, router and switch
- 2 Network cables, RJ45 connector and crimping practice
- 3 IP addressing, subnet basics, gateway and DNS
- 4 Wi-Fi router configuration and password/security setup
- 5 File sharing, printer sharing and local network resources
- 6 Internet troubleshooting using ping, ipconfig and tracert
- 7 Basic firewall, antivirus and safe network usage
- 8 CCTV/network device connection basics introduction
- 9 Documentation - network diagram and support checklist
- 10 Final LAN setup and troubleshooting project

#### Practical Work / Assignments

- Crimp LAN cable and test connection
- Configure a Wi-Fi router and secure password
- Create basic file/printer sharing setup
- Troubleshoot no-internet and slow network issues

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Build a small office network diagram and demonstrate router setup, cable testing, sharing and troubleshooting.



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## COURSE DETAILS & SYLLABUS

### Mobile Repairing Course

Practical mobile repairing course covering smartphone parts, basic tools, fault finding and service workflow.

Duration: 3-4 Months

Level: Technical Beginner

#### Who Should Join?

- Students interested in mobile repairing work
- Learners who want to start mobile service business
- Shop assistants upgrading technical skill
- Anyone interested in smartphone hardware/software basics

#### After Completion Student Can

- Identify smartphone parts and tools safely
- Understand charging, display, speaker and battery faults basics
- Perform basic opening, cleaning and replacement workflow
- Follow service checklist and customer handling process

#### Detailed Syllabus Modules

- 1 Mobile repairing introduction, safety and tool knowledge
- 2 Smartphone parts - display, battery, charging port, speaker and mic
- 3 Opening and closing techniques with handling precautions
- 4 Basic electronics concepts and component identification
- 5 Charging, battery, display and touch fault basics
- 6 Software issues, backup, reset and update basics
- 7 Soldering/desoldering basics and tool handling introduction
- 8 Cleaning, testing, quality check and service documentation
- 9 Customer complaint, estimate and delivery process
- 10 Final practical demo and service report

#### Practical Work / Assignments

- Identify parts on sample smartphone boards
- Practice safe opening and closing workflow
- Check basic faults using testing tools
- Prepare job card and service report format

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Complete a basic mobile service workflow demo including complaint entry, testing, repair process and delivery report.



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## COURSE DETAILS & SYLLABUS

### Typing, Internet & Career Skills Course

Duration: 1-2 Months

Short practical course for typing speed, online work, email, government forms and basic career preparation.

Level: Beginner

#### Who Should Join?

- Students preparing for computer-based work
- Beginners who want typing and internet confidence
- Candidates filling online forms and applications
- Learners preparing for interviews and office communication

#### After Completion Student Can

- Improve Hindi/English typing practice and accuracy
- Use internet, email and online application forms safely
- Prepare resume and basic job application documents
- Understand cyber safety and online payment precautions

#### Detailed Syllabus Modules

- 1 Typing posture, keyboard layout and speed practice plan
- 2 English typing practice and accuracy tracking
- 3 Hindi typing introduction based on requirement
- 4 Internet browsing, search and online information checking
- 5 Email creation, attachments and professional email writing
- 6 Online form filling, upload, scan and PDF basics
- 7 Resume, application letter and interview basics
- 8 Government/cyber cafe service awareness and document checklist
- 9 Digital safety - OTP, password, fraud and privacy basics
- 10 Final typing test and online form practical

#### Practical Work / Assignments

- Daily typing speed and accuracy practice
- Create email and send document attachment
- Prepare resume and job application letter
- Fill sample admission/government style online form

#### Assessment & Certificate

- Module-wise practical check and final task.
- Attendance and lab practice review.
- Certificate after successful completion.
- Project/portfolio review where applicable.

**Suggested Final Project:** Submit typing score sheet, resume, email proof and sample online form submission practice record.



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## ADMISSION & COUNSELLING DETAILS

### Admission Process

1

#### Course Counselling

Student goal, qualification and current skill level are discussed before course selection.

2

#### Form & Documents

Student fills admission/enquiry form and submits required documents for record.

3

#### Batch Allotment

Batch timing and start date are decided as per availability and student preference.

4

#### Practical Training

Student attends classroom and lab sessions with assignments and module-wise practice.

5

#### Assessment & Certificate

Final practical/project is checked before certificate or completion support.

### Important Notes for Students

- Course duration may vary based on batch schedule, holidays, student practice and selected modules.
- Fees, offers and batch timings should be confirmed from the BGCITC office before admission.
- Students should maintain regular attendance and complete practical assignments for better results.
- Certificate is issued after completion of syllabus, practical work and final assessment as per institute policy.
- Students may ask for course upgrade or additional modules if they want advanced learning.

### Contact for Admission

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