BBC
BRITISH LANGUAGE & TECHNICAL INSTITUTE
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Certificate in Information Technology MODULE – I (With Project)	Certificate in Information Technology With SPOKEN ENGLISH	Certificate in Information Technology & Application (CITA) MODULE – II (With Project)
1) IT Fundamentals a) Evolution of Computers & Its Systems. b) EDP, Hardware & Software Concepts. c) Block Diagram of a Computer System with detailing about all devices(IPO & Memory) d) Monitor, Printer, Scanner, Storage Media (Internal Structure of HDD, Floppy, Pen drive, CD & DVD) e) Classification of Software & System Software. **2) Operating System** a) Function of OS, Windows 7/10. b) Types of OS c) Booting (Cold & Warm) d) File & Directory / Folder Creation, Copy, Move, Delete, Using Pen drive for data transfer. e) Use of Icons(Computer, Recycle Bin, Start Menu Bar, Taskbar, System Tray, Control Button, My Document/ Document, Network, Internet Explorer) f) Application Software, Utility Software g) Desktop & Screen Saver Setting **3) Microsoft Office** a) WORD PROCESSING Using MS WORD b) Working with SPREADSHEET SOFTWARE Using MS EXCEL c) POWER POINT PRESENTATION Using MS POWER POINT **4) Internet** a) Use of Internet, Intranet, Extranet b) Device Concept (CABLE, MODEM, ROUTER, ISP, LAN, MAN, WAN) c) E-Mail Id Creation, Send & Received Mail, Upload, Download, Chatting, Browsing etc	**MODULE - I With SPOKEN ENGLISH** **1) Grammar basics -** a) Tenses, Noun, Pronoun, Verb, Adjective, Adverb, etc. Narration change, Voice Change, b) Drills in basic and advanced Grammar. c) Reading with correct accent. **2) Introduction to Basic English Speech** a) Greeting and introduction skills b) Modern idioms and their usage c) Use of New words d) Use of phrases e) Use of synonyms **3) Development of Presentation Skill** a) Pronunciation lessons to rectify speech errors and to develop neutral accent b) Personality Development c) 1 to 1 English interaction d) Effective use of new expressions to increase fluency and confidence. e) Role Play f) Extempore g) Group Discussion h) Picture Description i) Road map j) Various topics to discuss on spot. **4) Perfecting Conversational Skill related to daily life** a) Every day activities b) Work and business communication **5) Perfecting Writing Skill Development** a) Written test on various Essay. b) Report Writing.	**5) IT Fundamentals** f) EDP, Hardware & Software Concepts. g) Block Diagram of a Computer System with detailing about all devices(IPO & Memory) h) Classification of Software & System Software. **6) Operating System** h) Function of OS, Windows 7/10. i) Booting (Cold & Warm) j) File & Directory / Folder Creation, Copy, Move, Delete, Using Pen drive for data transfer. k) Use of Icons(Computer, Recycle Bin, Start Menu Bar, Taskbar, System Tray, My Document/ Document) l) MS PAINT m) MS WORDPAD **7) Microsoft Office** d) WORD PROCESSING Using MS WORD e) Working with SPREADSHEET SOFTWARE Using MS EXCEL f) POWER POINT PRESENTATION Using MS POWER POINT **8) Internet** d) Use of Internet, Intranet, Extranet E-Mail Id Creation, Send & Received Mail, Upload, Download, Browsing etc
Course Duration : 3 Months **Course Fees : 2550/- (Admission 1550/- + Monthly (500x2))**	**Course Duration : 3 Months** **Course Fees : 5100/- (Admission 3100/- + Monthly (1000x2)**	**Course Duration :3 Months** **Course Fees : 550/- (Admission 550/- + Monthly (300x2))**