ಭಾರತಿಯ ಅಕ್ಯಾಡೆಮಿ ಆಫ್ ಅಂಗ್ವಿಸ್ಟಿಕ್ಸ್ ಅಂಡ್ ಕಮ್ಯುನಿಕೇಶನ್

BHARATIYA ACADEMY OF LINGUISTICS AND COMMUNICATION

Since 2004 | ISO 9001:2015 Certified Institute

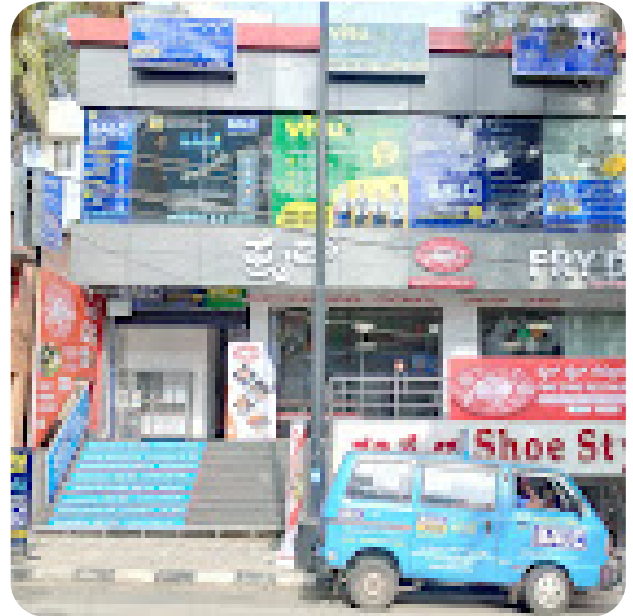# WELCOME TO BALC

SHAPING FUTURES SINCE 2004

65 Branches in Karnataka
16 Branches in Bengaluru

SUCCESSFUL COMPLETION OF 20 YEARS

**BALC proudly marks 20 years of excellence in computer education and skill development!
Since 2004**

www.balc.in | www.balccadd.com | www.balcdigiskills.com

ABOUT US

Established in 2004, BALC (BHARATIYA ACADEMY OF LINGUISTICS AND COMMUNICATION) is Karnataka's premier ISO 9001:2015 certified institution specializing in computer education and skill development. With over two decades of experience, BALC has transformed the lives of thousands of students by providing top-notch training across a wide range of professional and technical courses. Our mission is to bridge the gap between education and industry, fostering career growth and professional development.

Why Choose BALC?

Established in 2004: With 20 years of experience in computer education, BALC has 65 Branches in Karnataka, 16 Branches in Bengaluru, BALC has a proven track record of excellence.

ISO Certified Since 2015: Our commitment to quality education is backed by our ISO certification, ensuring high standards of teaching and learning.

1-on-1 Individual Classes: Personalized learning is our hallmark. Each student gets individual attention, making the learning experience more effective and tailored to their pace.

Flexible Timings: Classes run from *9 AM to 8 PM, offering flexibility to fit into different schedules.

Comprehensive Course Offerings: We cover a wide range of computer courses, ensuring that students are equipped with the necessary skills for today's tech-driven world.

Experienced Trainers: Our instructors are industry experts with years of experience, ensuring that students receive quality education and real-world insights.

Practical Learning Focus: We emphasize hands-on training through projects and assignments, so students gain practical skills alongside theoretical knowledge.
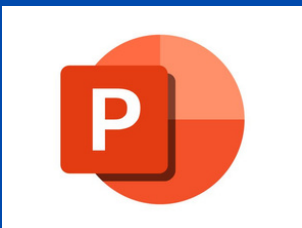
Our Courses

DOM (Diploma in Office Management)

Duration: 2 months

Unlock your potential with our comprehensive DOM course. Designed for all skill levels, this course covers:

• Typing Skills: Master Kannada and English typing.
• Basic Software Applications: Get hands-on experience with Paint and Notepad.
• MS Office Suite:
  • MS Word: Learn to create professional documents such as resumes, question papers, receipts, brochures, business cards, certificates, and more.
  • MS Excel: Understand basic functions including formula entry.
  • MS PowerPoint: Develop engaging presentations with animations and transitions.

D-PAC (Diploma in Professional Accounting Course)

Duration: 4 months

Build a robust foundation with our D-PAC course, combining DOM with Tally Prime to enhance your accounting skills.

The course includes:
Tally Prime: Comprehensive training in:
- Payments and Receipts
- Purchase and Payroll
- GST, TDS, TCS
- Order Processing
- 28 Key Accounting Concepts

Tally Prime

AD-DPAC (Advanced Diploma in Professional Accounting Course)

Duration: 6 months

Elevate your skills with our AD-DPAC course, which includes everything in D-PAC plus advanced Excel training:

Advanced Excel: Master:
- Lookup Functions
- Text Functions
- Data Functions
- Interest Calculation
- 28 Advanced Excel Concepts

HDCP (Honors Diploma in Computer Programming)

Duration: 6 months

Dive into programming with our HDCP course, which includes:

Programming Languages:
- C, C++: Learn the basics, syntax, tokens, features, control statements, arrays, and file handling.
- Java: Understand the core concepts and practical applications.

Theory and Practical Training:
- Comprehensive instruction with hands-on experience to solidify your programming skills.

DCP (Diploma in Computer Programming)

Duration: 4 months

Focus on core programming skills with our DCP course:

Programming Languages:
- C: Understand the fundamentals and practical applications.
- C++: Dive deeper into object-oriented programming and advanced concepts.

Web Designing

Duration: 4 months

Transform your creative ideas into stunning websites with our Web Designing course, which includes:

Graphic Design:

- CorelDRAW & Photoshop: Learn to edit photos, create logos, brochures, wedding cards, and more.

Web Development:

- HTML5 & CSS3: Master the structure of web pages and styling with hands-on experience in building websites.

DTP (Desktop Publishing)

Duration: 4 months

Create visually engaging materials with our DTP course, which includes:

• DOM: Basic management and office skills.
• CorelDRAW & Photoshop: Advanced graphic design techniques for creating high-quality publications and visuals.

Spoken English Classes

Duration: Per level 1 month

Improve your English communication skills with our three-level Spoken English program:

• Foundation: Build basic language skills.
• Functional: Develop practical language abilities for everyday use.
• Conversational: Achieve fluency and confidence in various conversational contexts.

Data Science

Duration: 6 months

Dive into the world of data with our Data Science course, covering:

• SQL: Learn to manage and query databases.
• Python: Gain proficiency in Python for data analysis.
• PowerBI: Master data visualization and business intelligence.
• Advanced Excel: Utilize advanced features for data analysis and reporting.

Master Digital Marketing

Duration: 6 Months

Take the first step into the digital world with our Digital Marketing Course, covering:

• SEO: Learn how to optimize websites for search engines and boost online visibility.
• Google Ads: Master paid advertising strategies to drive traffic and conversions.
• Social Media Marketing: Build brand presence on platforms like Facebook, Instagram, and LinkedIn.
• Content Marketing: Develop impactful content strategies that engage and convert audiences.
• Email Marketing: Craft email campaigns that drive customer engagement and retention.
• Analytics: Measure and analyze campaign performance using Google Analytics and other tools.

CADD (Computer-Aided Design and Drafting)

Duration: 6 months

Explore detailed design and drafting skills with our CADD course, including:

• Civil, Mechanical, Electrical CADD: Specialized training for various engineering disciplines.
• Revit & SketchUp: Learn advanced tools for building design and 3D modelling.
• Interior Design: Create functional and aesthetically pleasing interior spaces.

Duration: 6 Months

Unlock the power of enterprise resource planning with our SAP Course, covering:

• SAP FICO: Master financial accounting and controlling for efficient business management.
• SAP MM: Learn materials management to streamline procurement and inventory processes.
• SAP HCM: Gain expertise in managing human capital and employee data.
• SAP SD: Understand sales and distribution processes for smoother business transactions.
• SAP PP: Dive into production planning to enhance manufacturing operations.
• SAP End-User Training: Get hands-on experience with real-time projects and ERP tools.

Enroll Today!

Take the next step in your career journey. Contact us at 8884708887, 9606072647 or visit www.balc.in for more information and to enroll in our courses