



ಭಾರತೀಯ ಅಕಾಡೆಮಿ ಆಫ್ ಲಿಂಗ್ವಿಸ್ಟಿಕ್ಸ್ ಅಂಡ್ ಕಮ್ಯೂನಿಕೇಷನ್

BHARATIYA ACADEMY OF LINGUISTICS AND COMMUNICATION

Since 2004 | ISO 9001:2015 Certified Institute

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ಬಾಲ್ಕು ಅತ್ಯಂತ ಕಡಿಮೆ ಶುಲ್ಕದಲ್ಲಿ ಶ್ರೇಷ್ಠ  
ಗುಣಮಟ್ಟದ ಕಂಪ್ಯೂಟರ್ ಶಿಕ್ಷಣ

ಮೂಲ ಹಂತದಿಂದ ಉನ್ನತ ಹಂತದವರೆಗೆ  
ಸಾಫ್ಟ್‌ವೇರ್ ಕೋರ್ಸ್‌ಗಳನ್ನು ಕಲಿಯಿರಿ

ಬಾಲ್ಕು ಯಶಸ್ವಿಯಾಗಿ 21 ವರ್ಷಗಳು  
ಪೂರ್ಣಗೊಂಡಿವೆ

ಕನಾಟಕದಲ್ಲಿ 65 ಶಾಖೆಗಳು  
ಬೆಂಗಳೂರಿನಲ್ಲಿ 16 ಶಾಖೆಗಳು

[balc-cadd-bengaluru.in](http://balc-cadd-bengaluru.in)

[www.balc.in](http://www.balc.in) | [www.balccadd.com](http://www.balccadd.com) | [www.balcdigiskills.com](http://www.balcdigiskills.com)



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## **Bharatiya Academy of Linguistics and Communication**

**Since 2004 | ISO 9001:2015 Certified Institute**

**BALC offers high quality computer education at very low fees**

**Learn software courses from basic to advanced levels.**

**The BALC has successfully completed 21 years**

**65 BRANCHES IN KARNATAKA**

**16 BRANCHES IN BENGALURU**

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# BRANCHES



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# ABOUT US

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**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.**

**For more details about our courses, feel free to contact us. Visit our website at [Balc-cadd-bengaluru.in](http://Balc-cadd-bengaluru.in) for information and enrollment.**

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# WHY CHOOSE BALC

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- **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 \*8 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**

A **Basic Computer Course** teaches how to use a computer, including typing, using the internet, and MS Office. It also covers simple computer parts, saving files, and fixing small problems. This course helps beginners learn important computer skills for work and daily life.

- Kannada & English - A **Kannada and English Typing** Course teaches typing in both languages using keyboards and software. It improves speed, accuracy, and fluency for personal, professional, and government-related work.



- Note Pad, Paint & Word Pad



- MS Word



- MS excel



- MS Powerpoint



- **Notepad, WordPad, and Paint** are basic Windows applications. Notepad is for simple text editing, WordPad allows formatted text and images, and Paint is used for creating and editing pictures.

- **MS Word** is a word processing software used for creating, editing, and formatting documents. It offers features like text styling, tables, images, and spell check for professional document creation.

- **MS Excel** is a spreadsheet software used for data entry, calculations, and analysis. It provides features like formulas, charts, and pivot tables to organize and visualize data efficiently. Commonly used in business, finance, and education, it helps manage and analyze information easily.

- **MS PowerPoint** is a presentation software used to create slideshows with text, images, and animations. It offers features like slide transitions, templates, and multimedia integration for engaging presentations.



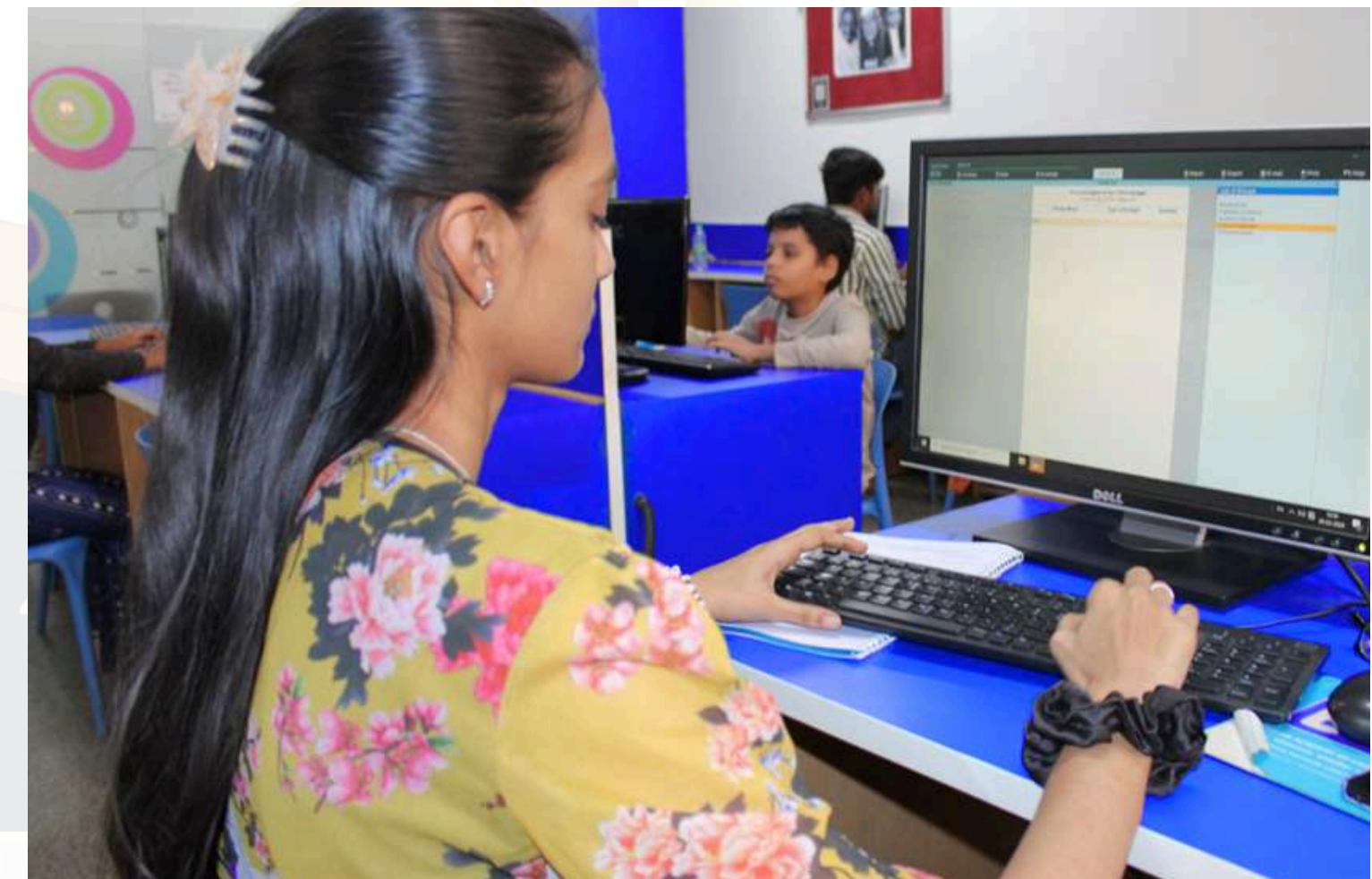
## **TALLY PRIME**

**Duration: 2 months**

**Tally Prime** is accounting software used for managing business finances, GST, and inventory. It offers features like bookkeeping, invoicing, tax calculation, and financial reporting for businesses. Widely used by accountants and businesses, it simplifies financial management and compliance.

### **The Course includes**

- **Ledgers and Multi ledgers**
- **Purchase & Sales Vouchers**
- **Multi Currency & BRS**
- **Budget and Cost centers**
- **GST [CGST, SGST & IGST]**
- **Pay Roll, TDS & TCS**
- **Order Processing etc.**



## **ADVANCED EXCEL**

**Duration: 2 months**

**Advanced Excel** is a specialized course that covers complex functions, data analysis, pivot tables, and automation using macros. It helps professionals handle large datasets, improve efficiency, and make data-driven decisions



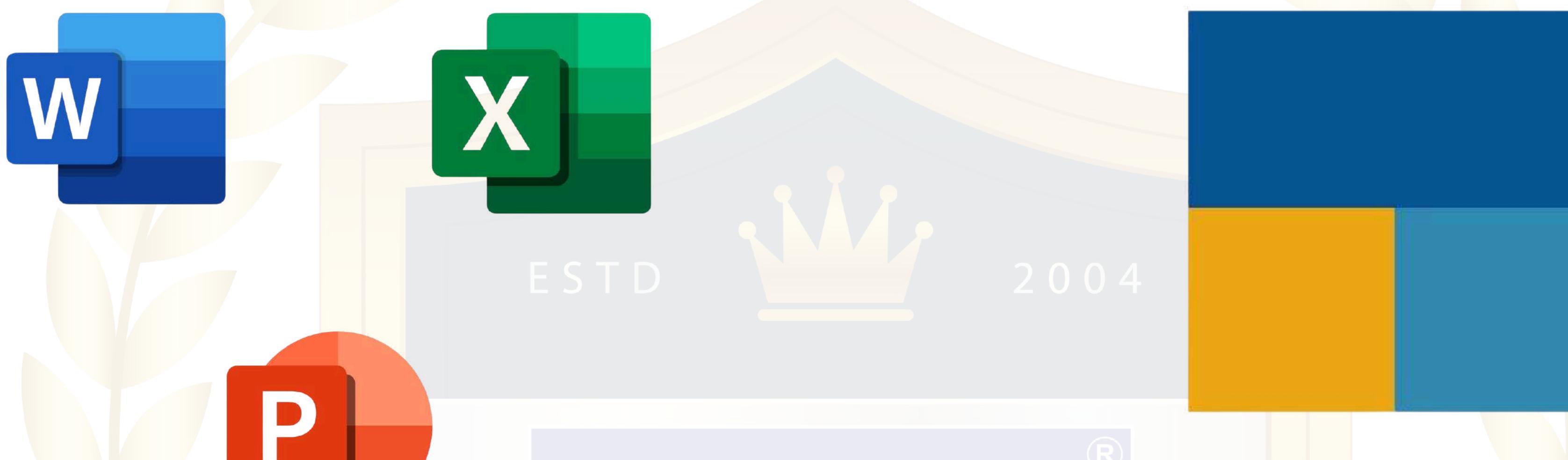
### **The Course includes**

- **Text & Database functions**
- **Date & Time functions**
- **Logical & Lookup Functions**
- **Array & other important Functions**
- **Hyperlink & Pivot Table**
- **Macros & Scenarios etc.**

## **D-PAC [DIPLOMA IN PROFESSIONAL ACCOUNTING COURSE]**

**Duration: 4 months**

**Build a strong foundation with our D-PAC course, combining DOM and Tally Prime to develop essential accounting and office management skills. This course enhances your financial expertise and career opportunities in business and administration**



**BALC® Tally Prime**

[www.balc.in](http://www.balc.in)

## **AD-DOM [ADVANCED DIPLOMA IN OFFICE MANAGEMENT]**

**Duration: 4 months**

**Basic Excel covers essential spreadsheet skills like data entry, formatting, formulas, and simple charts. Advanced Excel includes complex functions, pivot tables, macros, and data analysis for efficient decision-making and it includes both Basic and Advanced Excel**

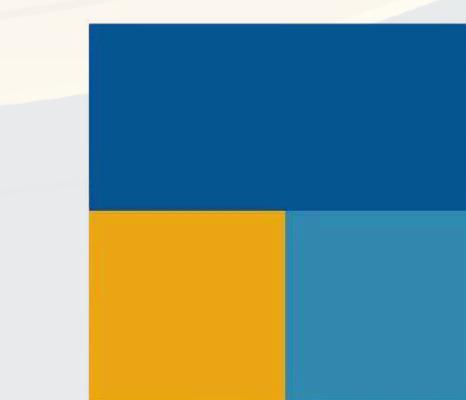


## **AD-DPAC [ADVANCED DIPLOMA IN PROFESSIONAL ACCOUNTING COURSE]**

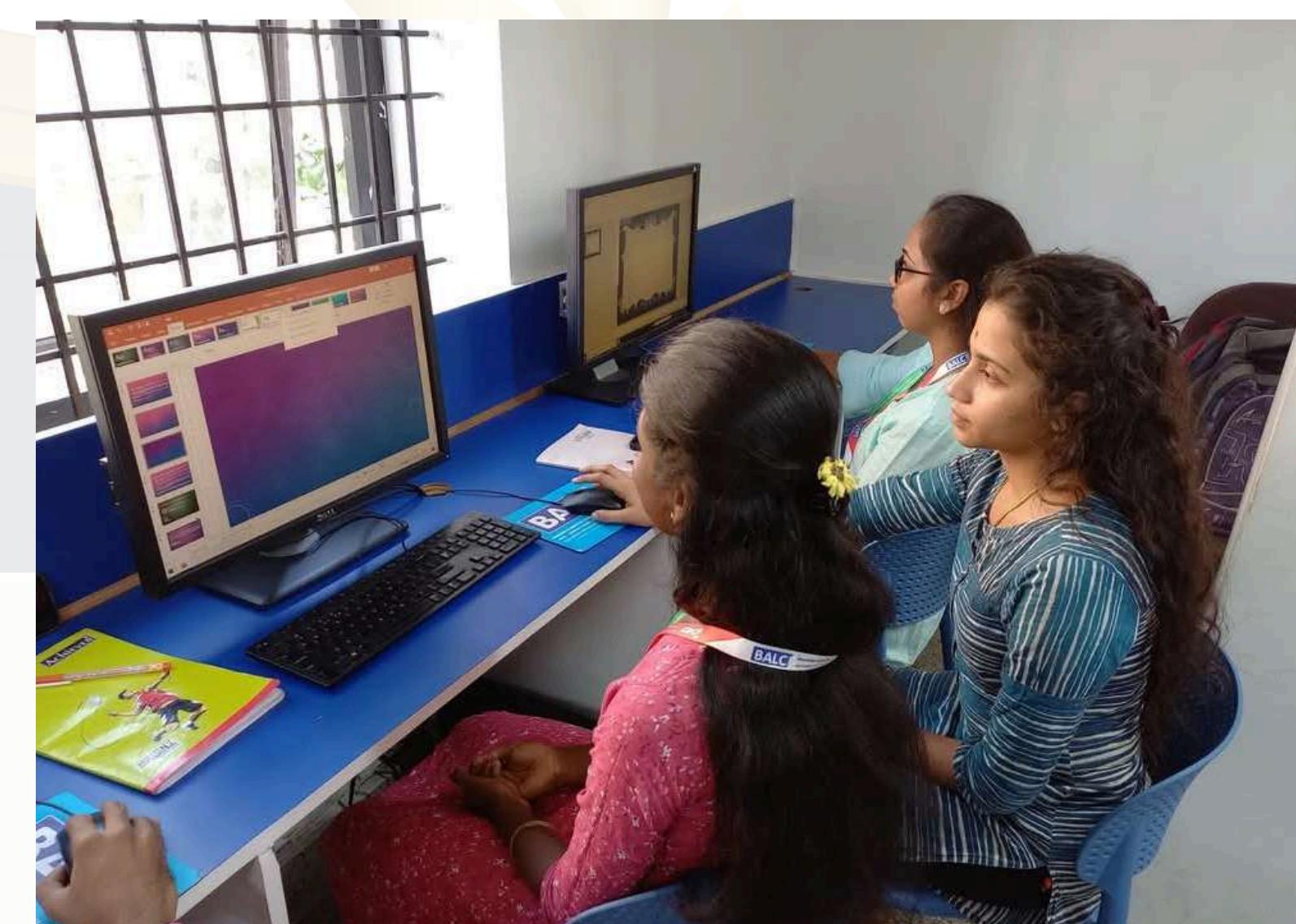
**Duration: 6 months**

**Basic Excel covers essential spreadsheet skills like data entry, formatting, formulas, and simple charts. Advanced Excel includes complex functions, pivot tables, macros, and data analysis for efficient decision-making and it includes both Basic, Tally Prime and**

**Advanced Excel**



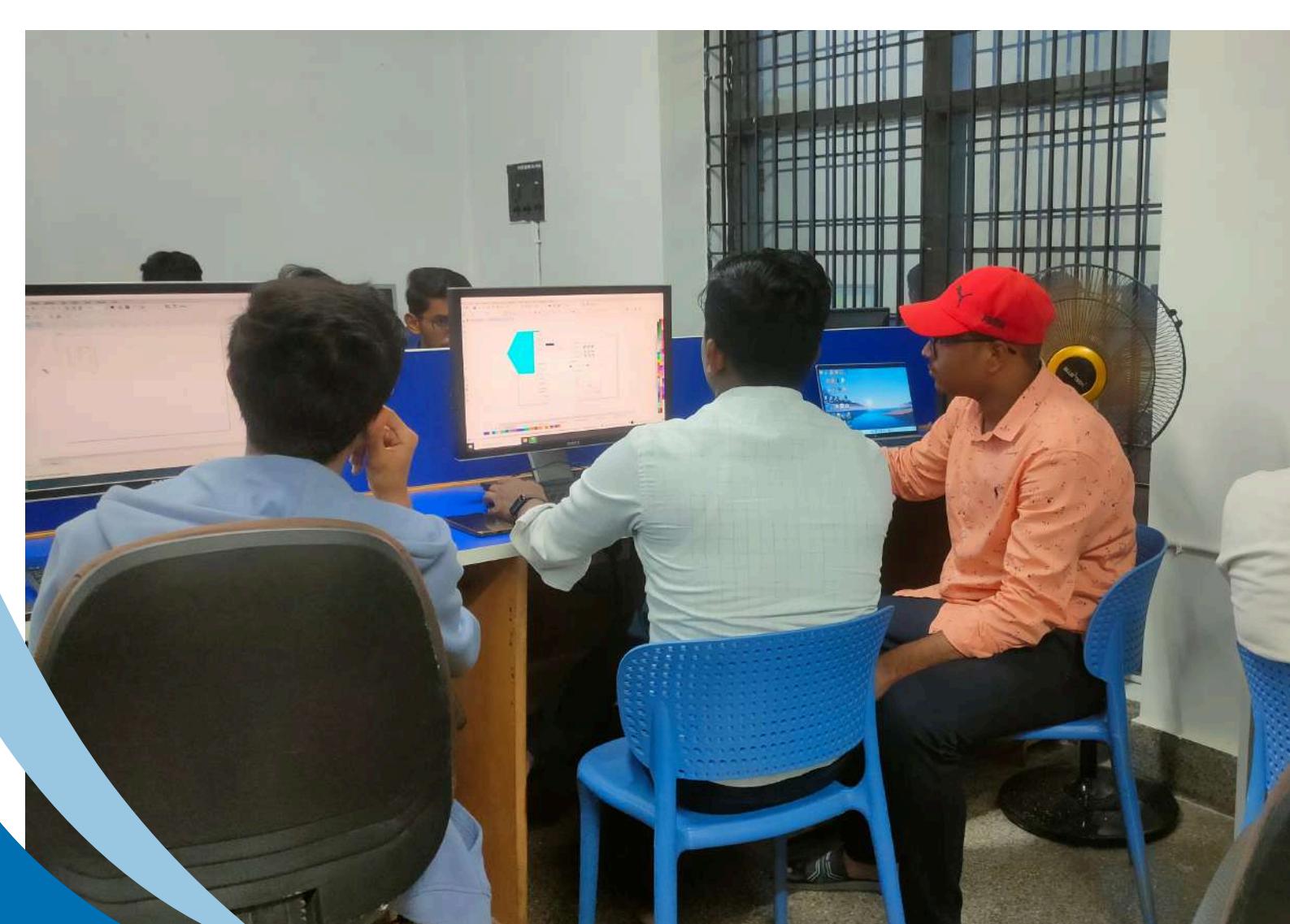
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## **DTP [DESKTOP PUBLISHING]**

**Duration: 4 months**

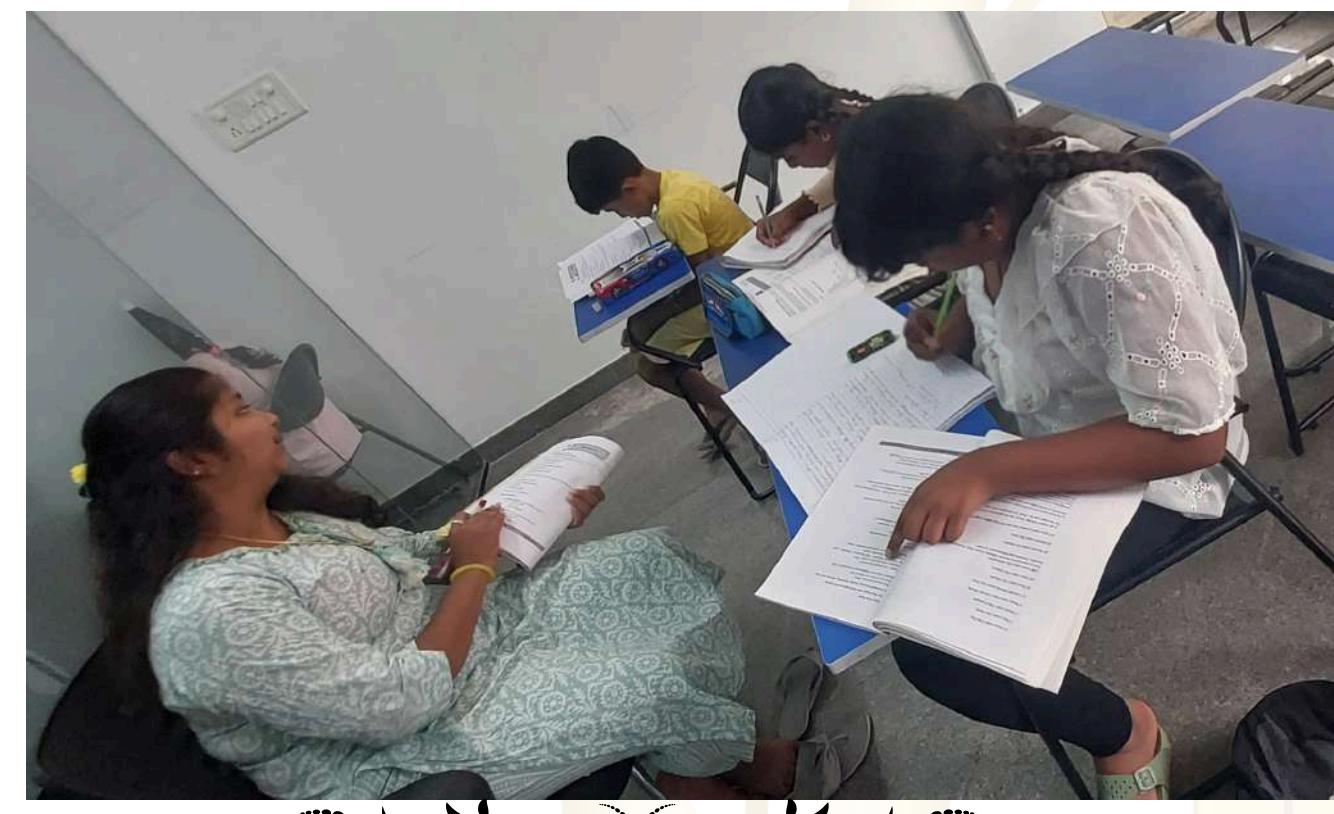
**CorelDRAW is a vector graphics editor used for designing logos, illustrations, and layouts in advertising and printing. Photoshop is for image editing and digital art, while Illustrator creates scalable vector graphics for branding and media. The Course includes MS Office, CorelDRAW & Photoshop**



## **SPOKEN ENGLISH**

**Duration: 3 months  
[PER LEVEL 1 MONTH]**

A **Spoken English Course** focuses on improving communication skills, pronunciation, grammar, and vocabulary for effective conversation. It includes practical exercises like role-plays, group discussions, and listening activities to enhance fluency



### **The Course includes**

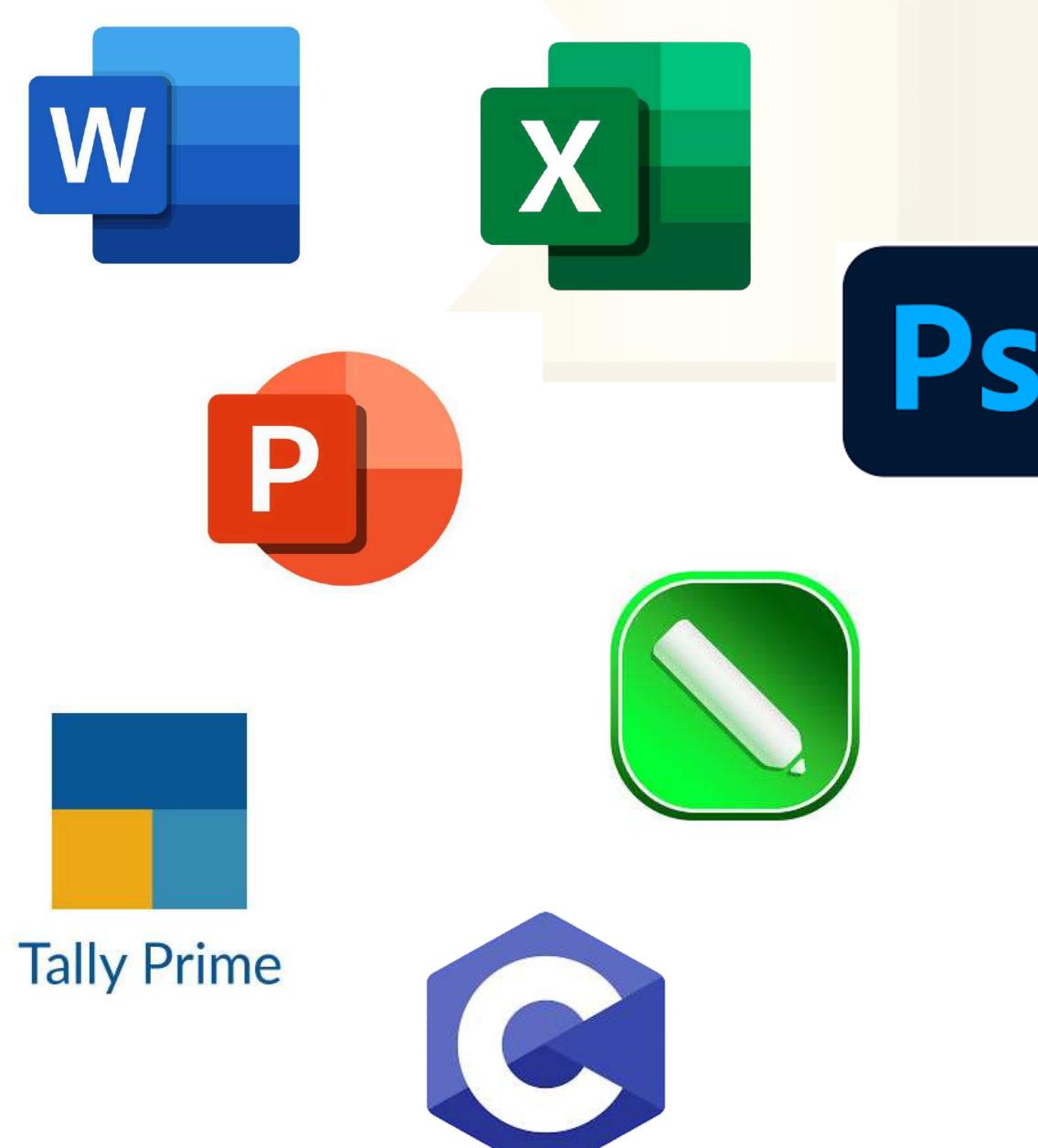
- **LEVEL 1 FOUNDATION**
- **LEVEL 2 FUNCTIONAL**
- **LEVEL 3 CONVERSATION**



## **CTTC [COMPUTER TEACHER'S TRAINING COURSE]**

**Duration: 1 Year**

The Computer Teacher's Training Course (CTTC) prepares individuals to teach computer science by covering IT fundamentals, programming, and teaching methods. It enhances both technical expertise and instructional skills for aspiring educators



### **The Course includes**

- DOM
- TALLY PRIME
- CORELDRAW
- PHOTOSHOP
- C PROGRAMMING



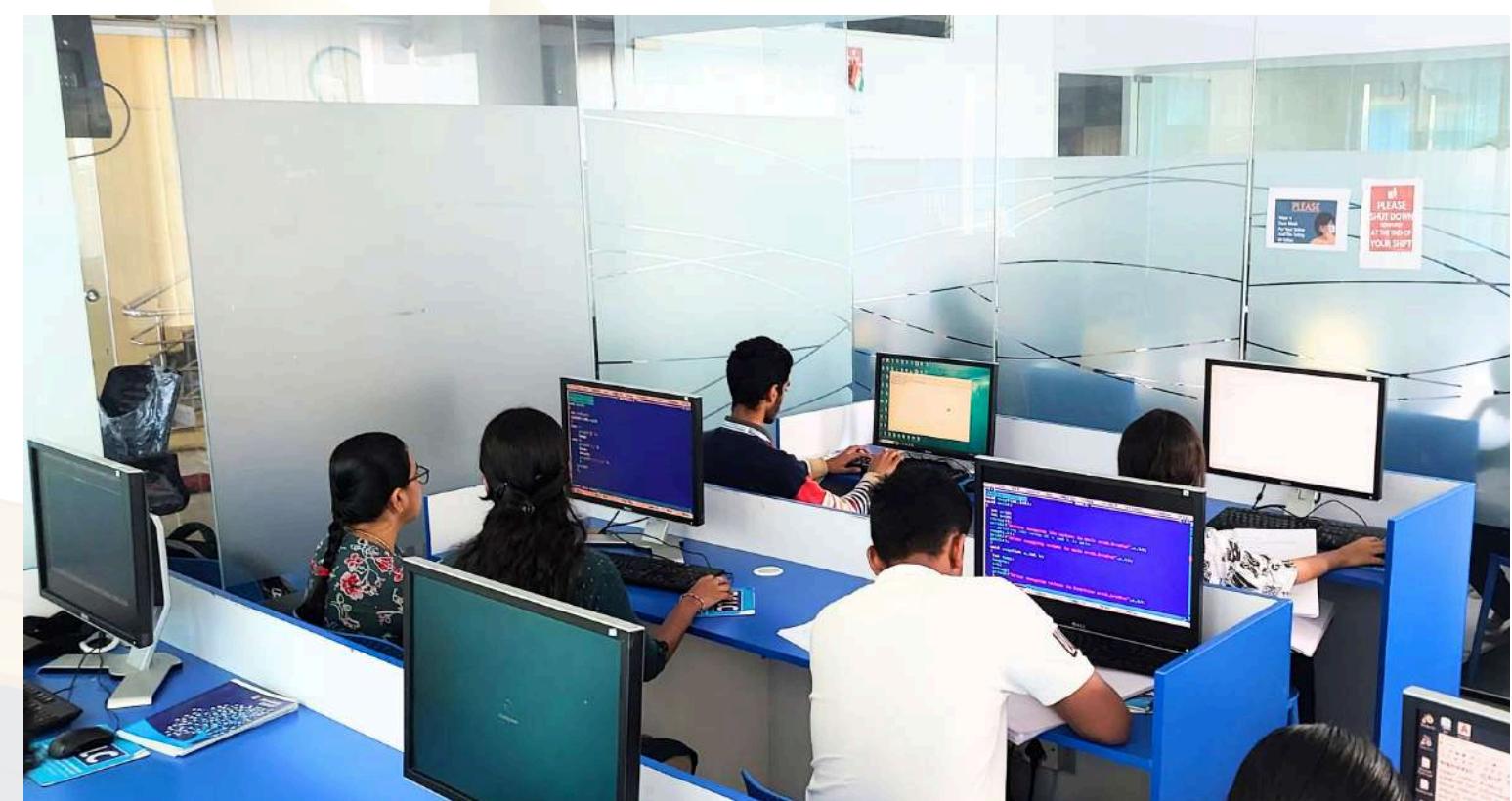
## **DCP [DIPLOMA IN COMPUTER PROGRAMMING]**

**Duration: 4 months**

A DCP (Diploma in Computer Programming) course covers programming languages like C, C++, for software development. It includes training in database management, web development, and application design. This course is ideal for careers in software development, IT support, and system programming.

it includes:

- A C course covers fundamental programming concepts, data structures, and algorithm development, essential for software and system programming.
- A C++ course covers object-oriented programming, including classes, inheritance, and polymorphism, essential for software development and game design



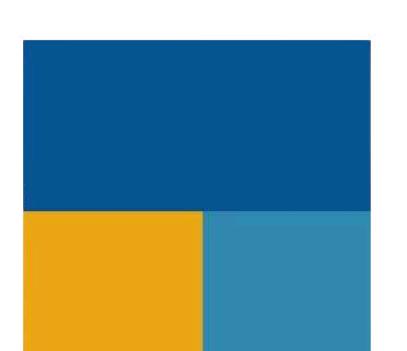
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## **DCA [DIPLOMA IN COMPUTER APPLICATIONS]**

**Duration: 6 months**

A DCA course covers fundamental computer skills, includes Basics of Computer basic programming. It includes training in database management, web designing like corelDRAW and Photoshop, and software applications. This course is ideal for beginners seeking careers in IT support, data entry, and office administration.



Tally Prime



**The Course includes**

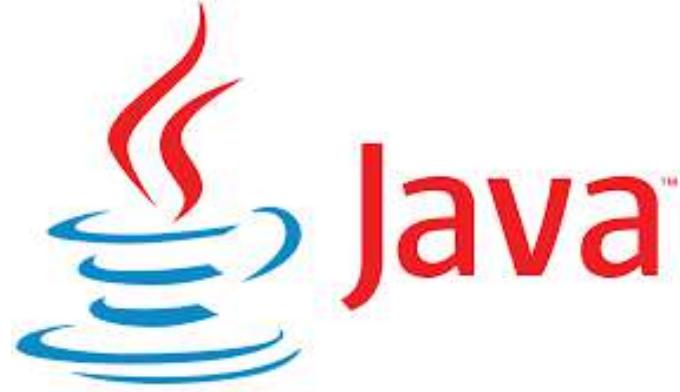
- DOM
- TALLY PRIME OR CORELDRAW
- C, C++
- HTML



## **DJP [DIPLOMA IN JAVA PROGRAMMING]**

**Duration: 3 months**

A Java Programming course covers core and advanced Java concepts, including OOPs, multithreading, and database connectivity. It is essential for software development, web applications, and Android app development.



it includes:

**The Course includes**

- **BASIC OF JAVA**
- **OOPS COCEPTS**
- **JDBC**
- **APPLET REFLECTION**
- **API, COLLECTIONS**
- **INPUT AND OUT PUT**
- **JAVA NEW FEATURES**



## **DPP [DIPLOMA IN PYTHON PROGRAMMING]**

**Duration: 4 months**

A Python Programming course covers core concepts like syntax, data types, loops, functions, and object-oriented programming. It includes hands-on training in web development, data analysis, machine learning, and automation. This course is ideal for careers in software development, data science, and AI.



**The Course includes**

- **BASICS OF PYTHON**
- **SCOPE OF PYTHON**
- **CONTROL FLOW STATEMENTS**
- **LOOPS , SETS & DICTIONARIES**
- **DATA STUCTURES**
- **ARRAYS ETC**



# **HDCP [HONOURS DIPLOMA IN COMPUTER PROGRAMMING]**

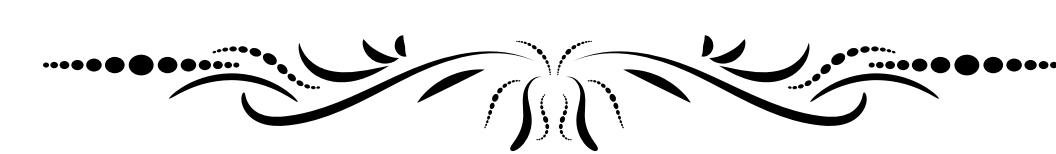
**Duration: 6 months**

The Honours Diploma in Computer Programming (HDCP) is an advanced certification program focused on software development, coding, and system design. It covers programming languages, data structures, algorithms, and application development.



## **The Course includes**

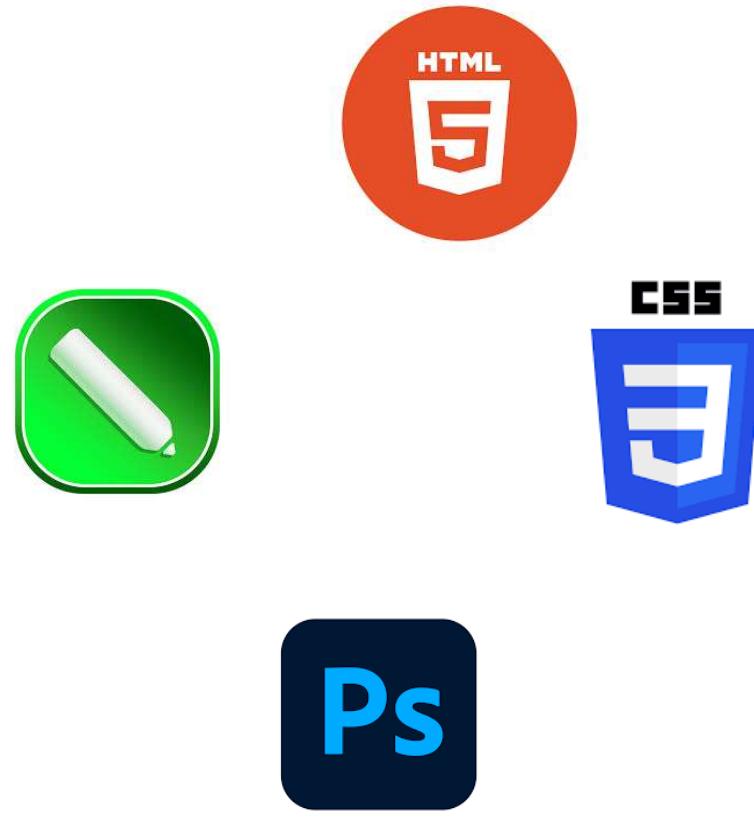
- **C PROGRAMMING**
- **C++ PROGRAMMING**
- **HTML**
- **JAVA PROGRAMMING**



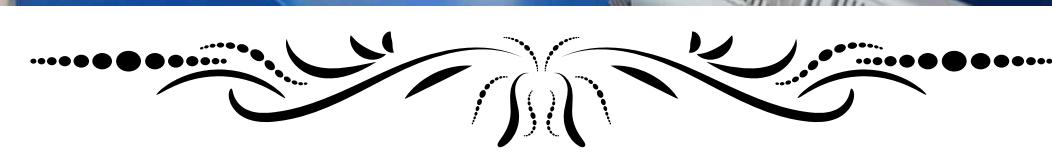
## **WEB DESIGNING**

**Duration: 4 months**

A Web Designing course covers **HTML, CSS**, for creating responsive and visually appealing websites. It includes training in graphic design, website layout, and tools like **Corel Draw** and **Photoshop**. This course is ideal for careers in web Designing



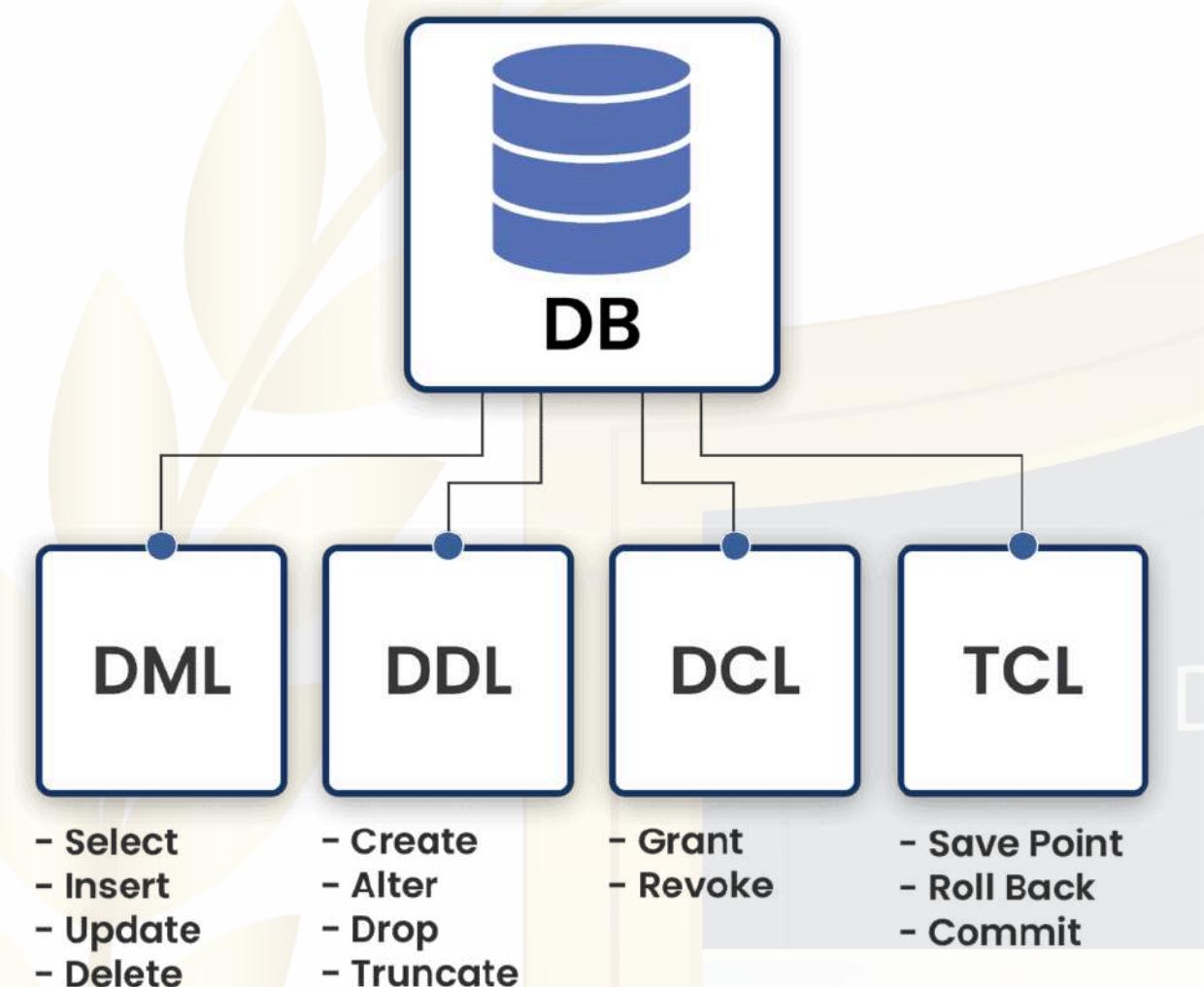
- **CorelDRAW & Photoshop:** Learn to edit photos, create logos, brochures, wedding cards, and more....
- **HTML5 & CSS3:** Master the structure of web pages and styling with hands-on experience in building websites



# SQL [STRUCTURED QUERY LANGUAGE]

Duration: 3 months

**SQL (Structured Query Language)** is used to manage and manipulate relational databases. It allows operations like querying, inserting, updating, and deleting data.



## The Course includes

- DDL
- DML
- DCL
- TCL
- SQL JOINS, ETC.

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# POWER BI

Duration: 3 months

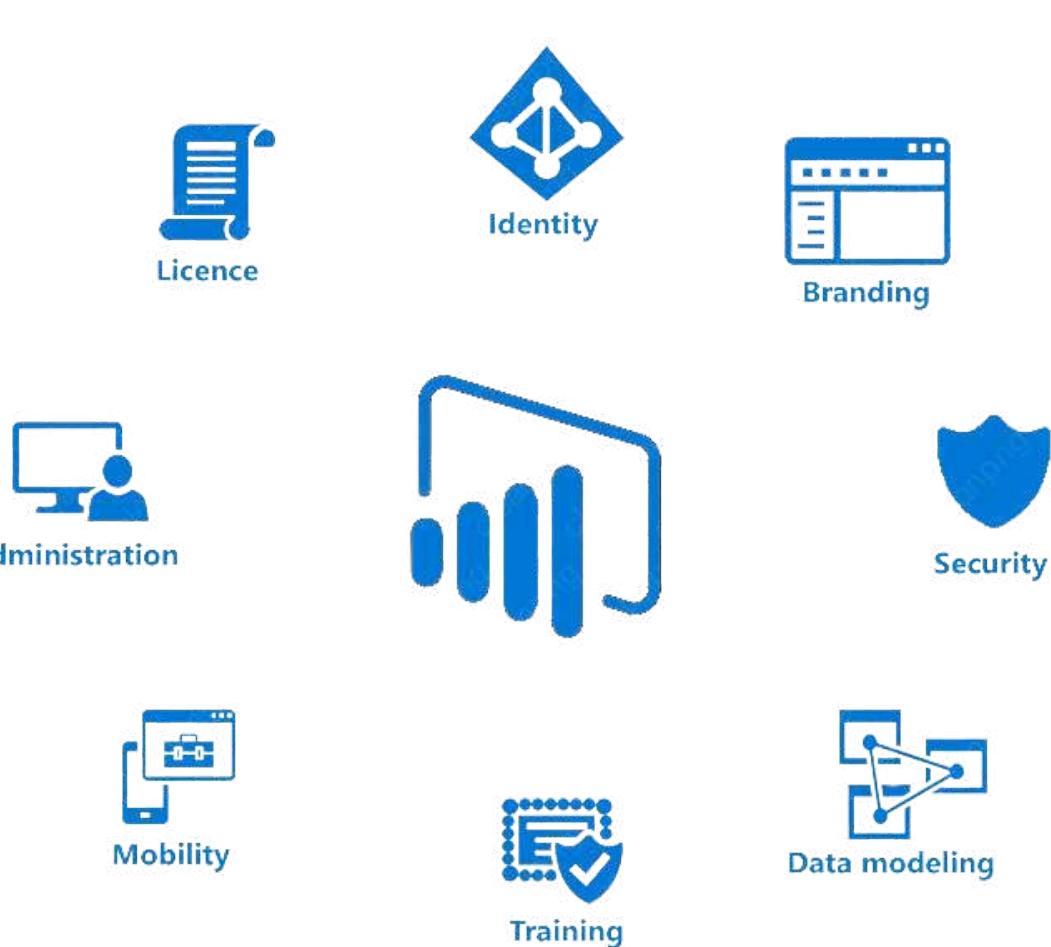
**Power BI** is a business analytics tool by Microsoft that enables users to visualize data, create interactive reports, and gain insights through dashboards. It connects to various data sources, supports AI-driven analytics, and helps in data-driven decision-making.

Power BI



## The Course includes

- PowerBI Desktop
- Data Source Connection and Data Transformation
- Data Modelling
- Reports and Dashboards



## **DATA SCIENCE**

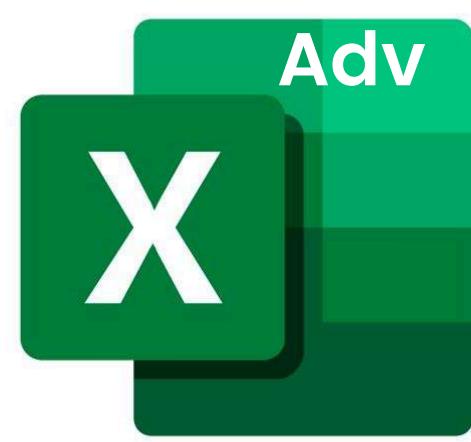
**Duration: 6 months**

**A Data Science course covers data analysis, machine learning, statistics, and programming using tools like Python, R, and SQL. It includes hands-on training in data visualization, predictive modeling, and big data handling. This course is essential for careers in AI, business analytics, and data-driven decision-making.**

**it includes:**

- \* **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

Power BI



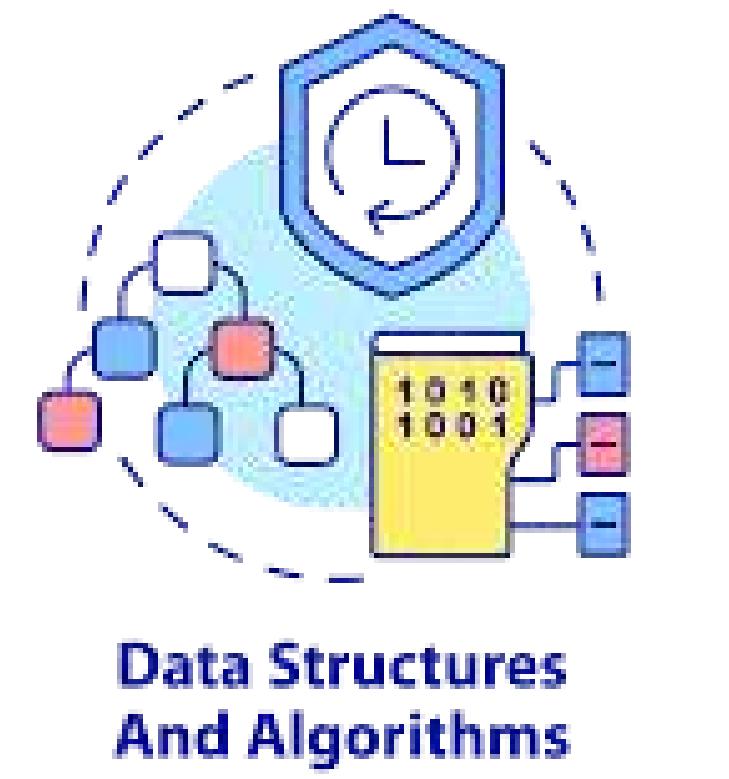
## **DSA [DATA STRUCTURES AND ALGORITHMS]**

**Duration: 6 months**

**Data Structures and Algorithms (DSA) optimize data organization and problem-solving. Data structures store data efficiently, while algorithms process it effectively. Mastering DSA improves coding performance.**

**it includes:**

- **Arrays**
- **Stacks**
- **Queues**
- **Linked List**
- **Trees, Graphs**
- **Searching and Sorting**
- **Techniques**



## **CADD [COMPUTER-AIDED DESIGN AND DRAFTING]**

**Duration: 6 months**

**A CADD course teaches designing and drafting using software like AutoCAD and Revit. It covers 2D drafting, 3D modeling, and technical drawing for industries like engineering, architecture, and manufacturing. This course is essential for professionals seeking careers in design, construction, and product development**

**it includes:**

- \* 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



## **INTERIOR DESIGN**

**Duration: 6 months**

**Interior design enhances indoor spaces by combining aesthetics and functionality through color, furniture, lighting, and decor. It creates visually appealing and practical environments that improve comfort and usability.**

**it includes:**

- AutoCADD
- 3DS Max
- Google Sketchup
- Photoshop



## **DIGITAL MARKETING**

**Duration: 6 months**

A Digital Marketing course covers SEO, social media marketing, PPC, email marketing, and content creation to promote brands online. It includes hands-on training in analytics, advertising strategies, and lead generation. This course is essential for careers in online business growth, brand management, and digital advertising.

it includes:

- **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
- **Affiliate Marketing:** Affiliate marketing is earning commissions by promoting others' products.
- **Website Designing:** Website designing is the process of creating a website's layout, visuals,
- **Influence Marketing:** Influence marketing is a strategy where brands collaborate with influencers—individuals with a strong online presence



## **SAP FI-CO [FINANCIAL ACCOUNTING & CONTROLLING]**

**Duration: 2 months**

An SAP FICO course covers Financial Accounting (FI) and Controlling (co) modules, essential for managing financial transactions and reporting. It includes training on ledger management, asset accounting, cost control, and financial statement analysis. This course is ideal for careers in finance, accounting, and SAP ERP consulting.



it includes:

- About the Tourtail
- SAP FI Financial Statements
- SAP FI Accounts Receivable
- SAP FI Overview
- SAP FI Company Basics
- SAP FI Journal Entry
- SAP FI Post a Sales invoice
- SAP FI General Ledger



## **SAP MM [MATERIAL MANAGEMENT]**

**Duration: 2 months**

SAP MM (Material Management) is a module in SAP ERP that manages procurement, inventory, and material resources efficiently. It helps businesses streamline purchasing, vendor management, stock tracking, and invoice verification to optimize supply chain operations.



it includes:

- Introduction
- Enterprise Structure
- Master Data
- Configuration of Material Master
- Vendor Master
- Purchasing Info Record [PIR]
- Source list etc.





## ENROLL NOW

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