Brain Power **Computer Academy**

PROSPECTUS

BRAIN POWER
Computer Academy

BPCA

AN ISO 9001:2008 CERTIFIED ORGANIZATION

An Autonomous National Organization, Registered under N.C.T. New Delhi.

A Unit of
E-CARE
CHARITABLE TRUST

Powered by
SVEPL

MEMBER OF MULTILATERAL
RECOGNITION ARRANGEMENT
IAF

JAS-ANZ
An ISO 9001:2008 Registered

To know more about BPCA, Please visit at www.bpcaindia.org

INTRODUCTION

Brain Power Computer Academy (BPCA) (An IT & Vocational Training Institute), Initiated by Educare Charitable Trust (W.B) India. Which is an autonomous organization work on not for profit basis. It has started various programs to educate the public at large scale. It is registered [Under sec. - 52 and rules - 22A (3) 46(1) W.B registration rule, 1962]. Endorsement for deed no. : IV-00109 of 2014 (Sl. No - 03219 of 2014, query no. - 0601L000005922 of 2014 and also registered under N.C.T. New Delhi, Govt. of India). Working the organization to hole of India. Vide certificate no. JAS-ANZ/M 4930112IL/140612019102. Accredited by Joint Accreditation System of Australia & New Zealand.

BPCA is providing basic job oriented program at low cost fees for all classes of people of India. Specially Computer Courses, Vocational Training, School Courses, Career Courses, Mobile Repairing and Teacher's Training Courses.

BPCA has launched various short and long term Certificate and Diploma courses.

BPCA is building a nation wise network to creating Authorized Learning Centre (ALC) for Job Oriented Training Program.

BPCA's aim to provide computer literacy work through more than 500 ALC all over India till 2020.

BPCA have been designed as per latest IT demands and lay stress on both - classroom teaching, as well as practical training modules - to produce well qualified certified professionals, Classes are facilitated by well qualified and experienced faculty.

BPCA is established to spread the computer education all over the country. Computers have become indispensable in today's world. It is almost impossible for young generation to get success without the knowledge of computers.

BPCA also provides Scholarship to the students.

The Students whether they are in jobs or doing study can take any batch timing as per their convenience. We also provide the job opportunities to our talented students.

OBJECTIVE OF THE PROGRAM

In present time, some big institutions run their Certificate / Diploma / Adv. Diploma courses in higher charges due to which the lower and middle class families of our society cannot effort the load of their charges. Our mission studied their properly and decided to provide better higher technical education in computer for every sector of our society in affordable charges.

DIRECTOR'S MESSAGE

Information Technology has become a fastest growing industry in today's scenario which is providing thousands of job to well trained professionals. Information Technology is providing the upcoming future that will change every face of human existence.

In order to produce Information Technology Professionals, I.T education requires a high quality competence and infrastructure. Today, new packages, newer versions of current software and new technology tools are being adopted by the trade and industry periodically. BPCA feels the underlying concepts of new technology and tools along with reasonable skills be delivered to the students before they go out in the industry.

Thus in a very fast changing technical scenario, technological changes also demand that institutions must consider the market scenario, and adjust the contents and delivery of education matching the expectations of the business houses.

I am sure our students can meet any demand & challenges that the employer may have on them. I wish them great success in all their Endeavour's and quest for a better tomorrow.

___ Director

REGISTRATION PROCEDURE

- Students can collect prospectus along with registration form from nearest BPCA authorised ALC centre.
- To get registered, student has to fillup the registration form providing along with information brochure.
- Student can buy the brochure from any of our authorised ALC centre. & registered in any of our BPCA centre.
- The ALC name and code are to be mentioned in the registration form at the time of admission.
- Student has to pay following fee for their respective admission fee, tuition fee, exam fee. Monthly installment procedure shall be followed only for tuition fee. All mentioned fees shall be deposited to concern authorised centre head / director by the student.
- On accepting the admission form, centre head / director shall issue BPCA student i-card along with enroll. noumber.
- Student can view their registration within 10 days of submission of their reg. at H.O website.

EXAMINATION PROCEDURE

- Examination will be conducted all around the year at your BPCA Authorise Learning Centre.
- BPCA has given right to conduct exmination to concerned BPCA ALC centre head.
- Student can collect examination form, from his/her concerned centre head / director by depositing prescribed examination fee for the course.
- Student has to submit the said examination to the centre head/director in time. Student can collect his/her recpective Certificate / Diploma/Adv. Diploma from centre director, after the period of 20 days from the date of examination completion.
- The pattern of examination will be of objective type.
- There is no negative marking.
- Computer Lab Practical paper and viva are compulsary for each opted courses.
- Practical examination will carry total 100 marks (Lab practice and viva).
- For examination, please contact with examcell-
  mail id: bpcaexamcell@gmail.com

ENCLOSED WITH THE APPLICATION / REGISTRATION FORM

- Two passport and two stamp size recent colour photograph.
- Self Attested copy of last education qualification.
- Category certificate (SC/ST/OBC/PH) to be submitted to get relaxation in the as per BPCA fee structure.

CERTIFICATE / MARKSHEET

Certificate/Diploma/Adv. Diploma will be awarded by Brain Power Computer Academy only after the successfully completion of the course which will be valid for employment exchange. In case student looses his/her certificate/diploma the same can be re-issued on submitting the BPCA student i-card or written declaration for the same certificate / diploma. Rupees 250/- shall be paid to H.O through concern centre director.

RESULT

Student can view their result within 20 day of commencement of examination from our website.
website- www.bpcaindia.org

COURSE UP-GRADATION

A student registered for any course is entitled for an up gradation to any other course but no change of course is allowed. For this, he/she has to contact to the Centre Director of the BPCA authorized study centre. Then he/she has to fill a fresh application form attached with the prospectus (the same application form is applicable for fresh/up gradation) clearly mentioning his/her previous details (Registration No., Course) and also the course they are interested for. In that case, a student is required to submit form along with the following:-

- Photocopy of ID card
- Fee (Rs. 150/-) of the upgraded course in the form of demand draft drawn in favour of Educare Charitable Trust.
- Original copy of certificate issued by BPCA at the completion of the course. (For students who have already received their certificate).

EVALUATION

The minimum qualifying marks for Course / Module are as follows:

Course	Term end examination
Certificate Course	40% (marks)
Diploma	40% (marks)
Adv. Diploma	40% (marks)

After qualifying all the examinations, the students are awarded grade as per their percentage of marks obtained.

Percentage	Grade
>= 80%	Grade - A+
>= 70% to < 80%	Grade - A
>= 60% to < 70%	Grade - B+
>= 50% to < 60%	Grade - B
>= 40% to < 50%	Grade - C
< 40%	Grade - Fail

TRANSFER OF CENTRE

A student can apply for transfer of authorised BPCA centre. The candidate has to send a application stating the place for which transfer has been asked. The application has to be send to the head office duly recommended and forwarded by the centre director.

RE-EXAMINATION

A student has to secure at least 50% marks in each course/semester to qualify the exam. A student who does not clear the examination in one sitting will be allowed to re-appear in the failed exam. Re-examination fee of Rs. 200/- has to be paid by Demand Draft favoring "Educare Charitable Trust". Payable at Baidyapur. Students failing to appear in the re-examination within the specific period of time shall not be entitled for the certificate or for further re-examination. Such students are to go through the complete registration procedure to get a re-admission.

Certificate Courses

CCA (Certificate in Computer Application)
CODE EDU-01

Eligibility: 8TH | Duration: 3 Months

- Fundamentals of Computer
- Operating System (Windows)
- Ms-Word, Ms-Excel, Ms-PowerPoint
- Internet & Email

CIT (Certificate in Information Technology)
CODE EDU-02

Eligibility: 8TH | Duration: 6 Months

- Fundamentals of Computer
- OS, (DOS & Windows)
- Ms (Word, Excel, Powerpoint)
- Number System
- Internet & Email

CFA (Certificate in Financial Accounting)
CODE EDU-03

Eligibility: 10TH | Duration: 6 Months

- Fundamentals of Computer
- OS, Ms-Excel
- Accounting with Tally
- Internet & Email

CDTP (Certificate in Desktop Publishing)
CODE EDU-04

Eligibility: 10TH | Duration: 6 Months

- Fundamentals of Computer
- OS (Windows)
- Ms-Word,
- Pagemaker, Photoshop, Coreldraw
- Internet & Email

Diploma Courses

CODE EDU-05

DCA (Diploma in Computer Application)

Eligibility: 8TH | **Duration: 6 Months**

- ➤ Fundamental of Computer
- ➤ OS (DOS & Windows)
- ➤ Ms-Word, Ms-Powerpoint, Ms-Excel, Ms-Access
- ➤ Internet & Email

CODE EDU-06

DFA (Diploma in Financial Accounting)

Eligibility: 10TH | **Duration: 06 Months**

- ➤ Fundamental of Computer
- ➤ OS (DOS & Windows)
- ➤ Ms-Word, Ms-Powerpoint, Ms-Excel, Ms-Access
- ➤ Internet & Email
- ➤ Financial accounting with Tally

CODE EDU-07

DBP (Diploma in Basic Programming)

Eligibility: 10TH | **Duration: 6 Months**

- ➤ Fundamental Of Computer
- ➤ OS (Dos & Windows). Ms-Word
- ➤ Concept Of Visual Basic ,Internet
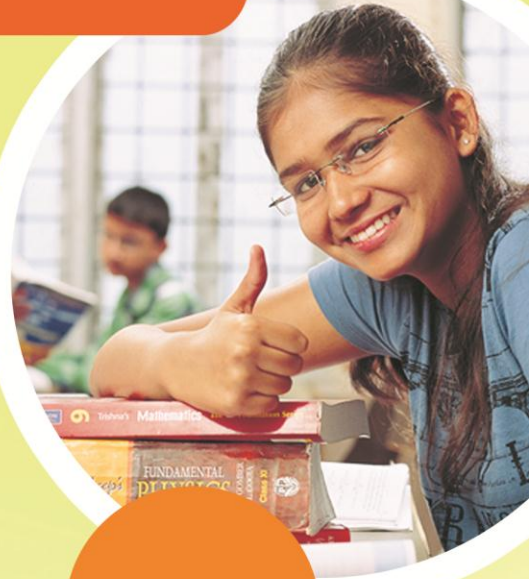- ➤ Concept Of C
- ➤ Internet & Email

CODE EDU-08

DWD (Diploma In Web Disigning)

Eligibility: 10TH | **Duration: 6 Months**

- ➤ Fundamental Of Computer
- ➤ Os (Windows)
- ➤ Photoshop,
- ➤ Internet & Email.
- ➤ HTML, DHTML, Javascript

Diploma Courses

BPCA

DDTP (Diploma In Desktop Publishing)

CODE EDU-09

Eligibility: 8TH   **Duration: 12 Months**

- ➤ Fundamental of Computer, OS (DOS & Windows)
- ➤ Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access
- ➤ Internet & Email
- ➤ PageMaker, CorelDraw, Photoshop
- ➤ Using Software of Regional Language

DCTT (Diploma In Computer Teacher's Training)

CODE EDU-10

Eligibility: 12TH   **Duration: 18 Months**

- ➤ Fundamental of Computer, OS (DOS, Windows)
- ➤ Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access
- ➤ HTML, DHTML, Javascript
- ➤ Programming Concept in C , VB With Excel
- ➤ CorelDraw, Photoshop
- ➤ Tally, Internet & Email.
- ➤ On Sight Practical Teaching

DSPP (Diploma In Secretarial Practice & Publishing)

CODE EDU-11

Eligibility: 10TH   **Duration: 12 Months**

- ➤ Fundamental of Computer,
- ➤ OS (DOS & Windows)
- ➤ Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access,
- ➤ Internet & Email
- ➤ PageMaker, CorelDraw, Photoshop.
- ➤ Tally

DIT (Diploma In Information Technology)

CODE EDU-12

Eligibility: 10TH   **Duration: 12 Months**

- ➤ Module of CIT
- ➤ Logic Gates with Boolean Algabra
- ➤ Ms-Access
- ➤ Concept of Java Programming
- ➤ Visual Basic

Diploma Courses

BPCA

DMA (Diploma In Multimedia Application)
CODE EDU-13

Eligibility: 10TH | **Duration: 12 Months**

Sem - I	Sem - II
➤ Fundamentals of Computer	➤ All of The above
➤ CorelDraw, Illustrator,	➤ Premier(Video Editing)
➤ Photoshop, InDesign	➤ Sound Forge
➤ HTML	➤ Flash(Action Script 2.0)

DAC (Diploma In Autocad)
CODE EDU-14

Eligibility: 10TH | **Duration: 12 Months**

➤ Introduction
➤ Drawing Object
➤ Dimensioning in Detail-Adding Attributes
➤ Drawing with Template
➤ Working with 2d & 3d

DCPA (Diploma in Computerised Practical Accounts)
CODE EDU-15

Eligibility: 10TH | **Duration: 12 Months**

➤ Fundamental, Windows, Spoken English
➤ Ms-Office (Word, Excel, PowerPoint, Access)
➤ Internet & Email
➤ Fundamental of Accounts
➤ Financial Accounting – Tally ERP9

DCAB (Diploma in Computer Application in Business)
CODE EDU-17

Eligibility: 10TH | **Duration: 18 Months**

➤ Introductory Concept, Operating System
➤ Number System & Codes, Computer Arithmetic & Gates, Flowchart And Algorithm
➤ Concept Of Hardware & Software
➤ E-Commerce, Computer Based Business Application, Concept Of MIS
➤ Ms-Word, Ms-Excel, Ms-Access, Internet & Email
➤ Tally

DPE (Diploma In Pro E.)
CODE EDU-16

Eligibility: 10TH | **Duration: 6 Months**

➤ Solid
➤ Sheet Metal
➤ Assembling
➤ Manufacturing
➤ Internet & E-Mail

Diploma Courses

CODE EDU-18

DMR (Diploma In Mobile Repairing)

| Eligibility: 8TH | Duration: 6 Months |

- ➤ Basic Introduction of Mobile Phone
- ➤ Tools and Instruments Used in Mobile Phone Repairing
- ➤ Working Principle of a Mobile Phone
- ➤ Various Feature of Mobile Phone
- ➤ Basic Part of Mobile Phone (Mic, Speaker, Bugger, LCD, Antenna, etc)
- ➤ Basic Circuit Board or Motherboard Introduction
- ➤ Assembling & Dis-Assembling of Different Mobile Phone
- ➤ Name and Working of Different I.C.'S
- ➤ Soldering, De-Soldering Component Using Different Soldering Tools
- ➤ Jumpering Techniques
- ➤ Various Mobile Formating and Software Problems
- ➤ Various Fault Finding and Troubleshooting

CODE EDU-19

DCHN (Diploma In Computer Hardware And Networking)

| Eligibility: 10TH | Duration: 6 Months |

- ➤ Concept of Hardware.
- ➤ OS (DOS & Windos)
- ➤ Mother Board, Monitor, Printer, S.M.P.S., Keyboard, Mouse.
- ➤ Assembling of Pc
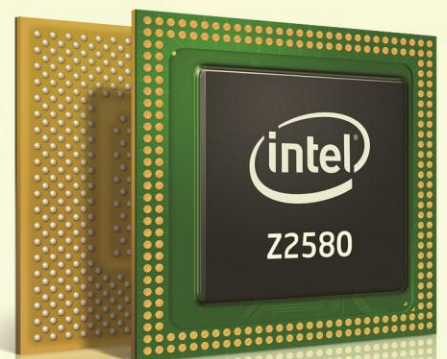- ➤ Installation of OS & Softwares.
- ➤ Concept of Networking

CODE EDU-20

DCN (Diploma In Computer Networking)

| Eligibility: 10TH | Duration: 6 Months |

- ➤ Basic Concept of Networking, OS Installation.
- ➤ Networking Devices (Hub, Switch, LAN Card, Cables and Connectors)
- ➤ Peer to Peer and Server Based Networking with All types of OS

Adv. Diploma Courses

CODE EDU-21

ADCA (Advance Diploma In Computer Application)

Eligibility: 10ᵀᴴ | **Duration: 12 Months**

- Fundamental of Computer, OS (DOS , Windows)
- Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access
- HTML, DHTML, Internet
- C Programming
- Tally
- Internet & Email

CODE EDU-22

ADOA (Advance Diploma In Office Automation)

Eligibility: 10ᵀᴴ | **Duration: 12 Months**

- Fundamental of Computer, OS (Windows)
- Ms-Word, Ms-Powerpoint Ms-Excel, Ms-Access
- Concept of Visual Basic
- Work In Excel with VB
- Internet & Email

CODE EDU-23

ADFA (Advance Diploma In Financial Accounting)

Eligibility: 10ᵀᴴ | **Duration: 18 Months**

- Fundamental of Computer, OS (Windows)
- Ms-Word, Ms-Excel, Ms-Access
- Internet & Email
- Introduction to accounts Debit/Credit
- Concept of Double Entry System
- Financial Accounting with Tally ERP 9
- Bank Reconciliation
- Taxation
- Audit Features

CODE EDU-24

ADIT (Advance Diploma In Information Technology)

Eligibility: 10ᵀᴴ | **Duration: 12 Months**

- Fundamental of Computer, OS (DOS & Windows)
- Ms-Word, Ms-Excel, Ms-Powerpoint,Ms-Access
- HTML, DHTML, Javascript
- Programming In C, VB
- Pagemaker, Photoshop, Coreldraw
- Tally, Internet & Email

Adv. Diploma Courses

CODE EDU-25

ADCP (Advance Diploma In Computer Programming)

Eligibility: 10TH | **Duration: 12 Months**

- Fundamental Of Computer, OS (DOS & Windows)
- Ms-Word, Ms-Excel, Ms-Powerpoint, Ms-Access,
- C & C++
- HTML, DHTML
- Visual Basic
- Internet & Email

CODE EDU-26

ADCPP (Advance Diploma In Computer Programming & Publishing)

Eligibility: 10TH | **Duration: 18 Months**

- Fundamentals Of Computer, OS (DOS & Windows)
- Ms-Office (Word, Excel, Powerpoint, Access)
- HTML, DHTML, Javascript, Concept Of Asp
- C Programming
- Visual Basic
- Pagemaker, Coreldraw, Photoshop
- Tally,
- Internet & Email

CODE EDU-27

ADCHST (Advance Diploma In Computer Hard. & Soft Technology)

Eligibility: 10TH | **Duration: 18 Months**

- Fundamental Of Computer, OS (DOS & Windows)
- Ms-(Word, Excel, Powerpoint, Access)
- HTML, DHTML, C, Visual Basic
- Concept Of Hardware.
- Mother Board, Monitor, Printer, S.M.P.S.,
- Keyboard, Mouse.
- Assembling Of Pc
- installation Of Os & Softwares.
- Concept Of Networking
- Internet & Email

Adv. Diploma Courses

CODE EDU-28

ADCHN (Advanced Diploma In Computer Hardware & Networking)

Eligibility: 10TH   **Duration: 12 Months**

- ➤ Basic Electronics and Basic Concept of Hardware
- ➤ PC Assembling and De-Assembling
- ➤ Introduction to OS and Installation
- ➤ Troubleshooting
- ➤ Motherboard and Driver , BIOS , IO Port
- ➤ Understanding Portable System: Laptops, Tabs, etc
- ➤ Maintanance of Computer Peripherals
- ➤ Computer Networking, Internet
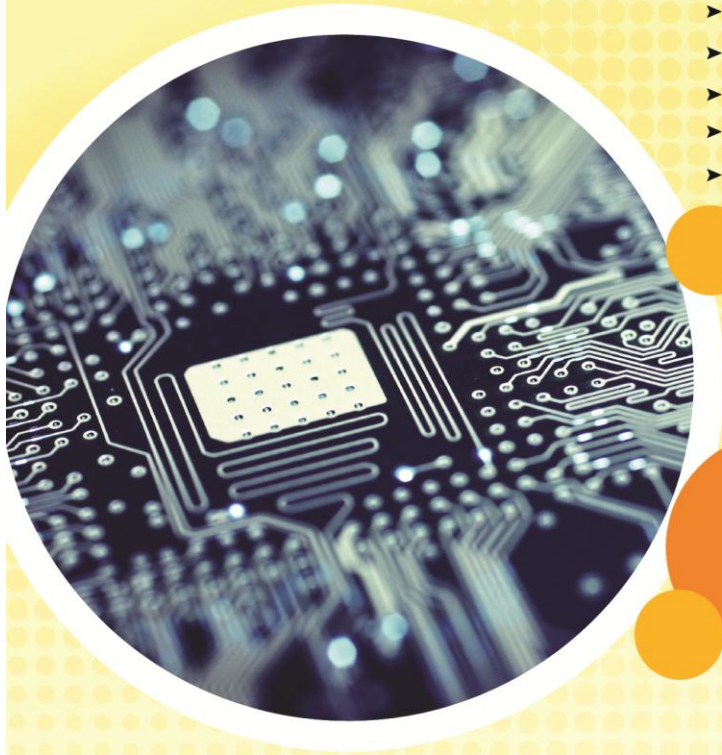
CODE EDU-29

ADMR (Advance Diploma In Mobile Repairing)

Eligibility: 8TH   **Duration: 12 Months**

- ➤ Basics of Mobile Communication
- ➤ Software Part of Mobile Phone
- ➤ Hardware Part of Mobile Phone
- ➤ Various Troubleshooting of Mobile Phone
- ➤ Internet & E-Mail

ADICS (Advance Diploma in IT and Computer Science)

Code : EDU-30 **Eligibility: 10ᵀᴴ** **Duration: 24 Months**

1st SEM:
- Fundamentals of Computer.
- Hardware and software of computer
- Number System.
- Ms Office

2nd SEM:
- Operating System
- Computer Languages
- Boolean Algebra and Logic Gates
- Overview of C Language.

3rd SEM:
- Introduction to C++.
- Introduction to DBMS,
- Introduction to Oracle
- Java Programming

4th SEM:
- Networking
- HTML
- Tally ERP 9.

ADHN (Advance Diploma in Hardware & Networking)

Code : EDU-31 **Eligibility: 10ᵀᴴ** **Duration: 24 Months**

1st SEM:
- Fundamentals of Computer, DOS
- Analog Circuit Design, Practical

2nd SEM:
- Digital Circuit Design, Basic concept of Computer Hardware, Practical

3rd SEM:
- PC Assembling & De-Assembling
- Work's with SMPS, Mother Board, RAM,
- HDD, PROCESSOR.
- Different OS Installation

4th SEM:
- Networking
- Troubleshooting
- Project

ADMA (Advance Diploma in Multimedia & Animation)

Code : EDU-32 **Eligibility: 10ᵀᴴ** **Duration: 24 Months**

1st SEM:
- Elaborate Practice on Graphics
- (CorelDraw, Illustrator, Photoshop
- & In design/PageMaker)

2nd SEM:
- Audio and Video Editing (Sound Forge / Adobe Sound booth, Adobe Premiere / Pinacle)

3rd SEM:
- Dream Waver
- Adobe Flash
- Toon Boom Studio

4th SEM:
- 2D & 3d Animation with Maya
- Total Project.

ADCL (Advance Diploma in Computer Language)

Code : EDU-33 **Eligibility: 10ᵀᴴ** **Duration: 24 Months**

1st SEM:
- C, C++
- Project

2nd SEM:
- Java, Oracle
- Project

3rd SEM:
- .Net Framework
- MySQL
- Project

4th SEM:
- PHP
- C#
- Project

CLASS - I
➤ Introduction To Computer.

CLASS - II
➤ How To Handle Computer And How It Works.

Class - III
➤ Typing Practice.Works With Applications.

Class - IV
➤ Works With Different Types Of Applications.

CLASS - V
➤ Basic Knowledge of Computer.
➤ How it Works.
➤ Works with it.
➤ Works with Different Types of Applications.
➤ Typing Practice, Ms-Paint.

CLASS - VI
➤ Overview of Class Five.
➤ Introduction to Computer Fundamentals.
➤ Concept of Files and Folder, Ms-Windows.
➤ Ms-Wordpad, Ms-Paint, Calculator.
➤ Ms-Word.

CLASS - VII
➤ Overview of Class Six.
➤ Ms-DOS, Ms-Windows.
➤ Ms-Word, Ms-Powerpoint.
➤ Concept of Computer Language, Gw-Basic.
➤ Graphics Programing.

CLASS - VIII
➤ Overview of Class Seven.
➤ Number System.
➤ Ms-Word, Ms-Powerpoint.
➤ Flowchart & Algorithm, Basic Programming.
➤ Introduction to Internet.

CLASS - IX
➤ Computer Fundamentals.
➤ Number System, Basic Programming.
➤ Works with Ms-DOS and Ms-Windows.
➤ Works with Ms-Word, Powerpoint, Excel.
➤ Introduction to Internet.

CLASS - X
➤ Overview of Class Nine.
➤ Works with Ms-Word, Ms-Excel, Ms-Access.
➤ Programming In Foxpro.
➤ HTML, Internet.
➤ Project Work.

CLASS - XI
➤ Overview of Fundamentals, Ms-Office
➤ Introduction to Programming Logic & Techniques.
➤ Number System & Boolean Algebra.
➤ Fundamentals of C.
➤ Introduction to HTML and DHTML, Internet.

CLASS - XII
➤ Overview Of Fundamentals, Ms-Office
➤ HTML and DHTML, Internet.
➤ Programming In Foxpro.
➤ Programming In C Language.
➤ Project In C Language.
➤ Concept of OOPS.

Vocational Courses

CODE
EDU-34

PDB (Professional Diploma in Beautician)

Eligibility: 10ᵀᴴ   **Duration: 12 Months**

- ➤ Facial massage & skin care meck-up treatments.
- ➤ Eye treatments, Manicure & Pediure, Depilation
- ➤ Mehandi design, Body polishing and Spa
- ➤ Ear piercing and cosmetic tanning,
- ➤ Provide service to clients, Head massage
- ➤ Bridal and party meck-up, Bridal hair styles,Saree drapping
- ➤ Apply knowledge of nail science to nail services
- ➤ Apply knowledge of skin biology to beauty treatments
- ➤ Apply knowledge of electricity to beauty therapy treatments
- ➤ Apply knowledge of nutrition to beauty therapy treatments
- ➤ Apply knowledge of cosmetic chemistry to beauty therapy treatments, Threading
- ➤ Provide advanced facial treatments
- ➤ Provide temporary epiliation and bleaching treatments
- ➤ Communicate in the workplace
- ➤ Work effectively in a retail environment
- ➤ Apply safe working practices, Sell products and services

CODE
EDU-35

DSTTP (Diploma in Sewing and Tailoring Training Programme)

Eligibility: 10ᵀᴴ   **Duration: 12 Months**

- ➤ Intruduction to Sewing, Sewing machines information, Maintennance of Sewing Machines of re-pairs and corrections in machine and stitches of useful materials for sewing.
- ➤ Techniques, information on body structure, right technique for measurements of precaution while cutting, useful tip for perfect sewing.
- ➤ Patterns, Stitches pattern in sewing of use of accessories like buttons, elastic, zips in sewing of variety of collars, strips, facing and lining, variety of sleeves and pockets.
- ➤ Kids apparel, Unit 1 - New born essentials of cloth diapers, simple baby suit.
- ➤ Kids daily wear, night suite of sun - frock, a-shape frocks, school uniform (Skirt and Blouse)
- ➤ Girls and women apparels, Unit 1 - peticoat, 4 kali peticoat, plated peticoat of 8/6 kali peticoat.
- ➤ Tunics and tops, tops with variety of collars of shot tops, simple tops.
- ➤ Salwar-kurta, normal salwar of normal kurta

Spoken English Courses

CSE (Compact Spoken English)

Eligibility: 10TH   **Duration: 12 Months**

A) Basic Grammar:
➤ Sentences and Functions of Sentences, More about Preposition
➤ Classification of Modern Verbs, Use of Tense
➤ Appropriate Use of Group Verbs, Idioms, Nominal Compound
➤ Importance of Clauses, Joining, Splitting
➤ Some Important Words For Speaking
➤ Some Useful Objectives For Speaking

B) Listening:
➤ Practicing All Question Types with Proper Intonation.
➤ Varieties of Spoken English, Including, Australian, British, North American And New Zealand.
➤ Listening For Specific Information, Keywords, General Information, Numbers, Transition Signal

C) Reading:
➤ Skimming (To Get General Understanding)
➤ Scanning (Looking For Specific Information),
➤ Developing Vocabulary,
➤ Summarizing,
➤ Determining the Writer's Attitude and Option

D) Writing:
➤ Adjusting Style According to Purpose,
➤ Writing Paragraphs, Introductions & Conclusion,
➤ Using Conjunctions and Contrasting Words
➤ Organizing Information Logically within a Text
➤ Using Examples and Evidence to Support an Argument

E) Speaking:
➤ Practicing All Question Types,
➤ Practicing Pronunciation & Intonation,
➤ Practicing Fluency,
➤ Using and Understanding Common Phrases
➤ Interacting with Other Speakers,
➤ Speaking For an Extended Time on a Particular Topic,
➤ Discussing That Topic,
➤ Personal Interview
➤ Individual Long Turn Monologue
➤ Dialogue Discussion
➤ Strong and Clear Accent

SPOKEN ENGLISH (Interlock & Intermedia)

Eligibility: 10TH   **Duration: 6 Months**

A) Basic Grammar:
➤ Sentences and Function of Sentences
➤ More About Preposition
➤ Classification of Modern Verbs
➤ Use of Tense
➤ Appropriate Use of Group Verbs, Idioms & Nominal Compounds

B) Steps to Build Up Confidence in Speaking:
➤ Practicing All Question Types
➤ Practicing Pronunciation & Intonation
➤ Practicing Fluency
➤ Using & Understanding Common Phrases
➤ Interacting with Other Speakers
➤ Speaking For an Extended Time on Particular Topic
➤ Group Discussion

C) Special Training with Audio & Video Programs:
➤ Important Daily Listening Audios
➤ Important Various Video Programs For Better
➤ Outlook & Positive Attitude of Students.

SHORT TERM COURSE

#	Course	Duration
1.	Certificate In Basic Computer	1 Month
2.	Certificate In Basic Programming	1 Month
3.	Certificate In Tally	1 Month
4.	Certificate In C Language	1 Month
5.	Certificate In C++	1 Month
6.	Certificate In Java	1 Month
7.	Certificate In Sql	1 Month
8.	Certificate In Php	1 Month
9.	Certificate In Oracle	1 Month
10.	Certificate In Dreamweaver	1 Month
11.	Certificate In Pinacle	1 Month
12.	Certificate In Adobe Illustrater	1 Month
13.	Certificate In Pagemaker	1 Month
14.	Certificate In Coreldraw	1 Month
15.	Certificate In Adobe Photoshop	1 Month
16.	Certificate In Flash Animation	1 Month
17.	Certificate In Internet Application	1 Month
18.	Certificate In Computer English Typing	1 Month
19.	Certificate In Webdisign	2 Months
20.	Certificate In DTP	2 Months
21.	Certificate In Autocad	2.5 Months
22.	Certificate In Internet	2 Months

MANAGEMENT

➤ Mr. Manoranjan Saha - Director
➤ Mr. Pradip Kumar Ghosh - Secretory
➤ Mr. Pinaki Ghosh - Treasurer
➤ Mr. Suman Chatterjee - Trust Member

LEGAL ADVISOR

Mr. N. Ali - B.A, LLB

OUR R. & D. TEAM

Mr. S. Ganguly - M.Sc. (Computer Science)
Mr. P. Ghosh - M.C.A
Mr. S. Dutta - M.C.A
Mr. R. Polley - P.G.D.C.A

ESSENTIAL MAIL ID

Mail id   : bpcaindiaho@gmail.com
                   suportbpca@gmail.com

EXAM CELL MAIL ID

Mr. S. Ganguly - 9903187896
Mail id - bpcaexamcell@gmail.com
(Please contact for exam)

POWERED BY

CARE
CHARITABLE TRUST

SVEPL

WEBSITE

www.bpcaindia.org

HELP LINE

New Affiliation : Mr. M. Saha - 7063690055
B.D.M.   : Mr. N. K. Ghosh -   7063690062
Back office : Mr. S. Chatterjee - 7063690057
Tresurer   : Mr. P. Ghosh -   7063690058
Accounts   : Mr. P. K. Ghosh -   7063690056
Despatch   : Mr. A. Paul -   7063690061
Exam Cell   : Sayak Ganguly- 9903187896

BANK DETAILS

Educare Charitable Trust
Name of Bank - State Bank of India
A/c No. -   34024699768
Branch -   Baidyapur
Branch Code - 14066
IFSC Code -   SBIN0014066
MICR Code -   713002639

Brain Power Computer Academy

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BRAIN POWER
Computer Academy

BPCA

FORM NO.

An Autonomous National Organization, Registered under N.C.T. New Delhi, Govt. of India & Govt. of W.B. under Public Trust Act, An ISO 9001:2008, QMS Certified Organization, Certificate Registered Under C.R Act 1957, M.H.R.D, Government of India. Trademark (Ministry of Commerce & Industry, Department of Industrial Policy & Promotion, Controller General of Patents Design & Trademark.)

An Autonomous National Organization Providing Computer Education, Vocational Training & I.T Courses for I.T. Education & Literacy Works

Initiated by: Educare Charitable Trust (India)

Registration Form   H.O COPY

(USE BLOCK CAPITAL LETTER ONLY)

Session ....

Signature of the Candidate

STATE CODE

ALC CODE

STUDENT ENROLL NO.

ALC Name

Course

Course Code

Course Period

Date of Admission

Valid Up to

Student Details

1) Name of Candidate

2) Father's Name

3) Mother's Name

4) Category (Tick [✔]) *General*   *SC*   *ST*   *OBC*   5) Nationality

6) Gender: *Male*   *Female*   7) Date of Birth   D D M M Y Y Y Y

8) Permanent Address

P.O.

District

State   Pin Code

9) Phone / Mobile No.

10) Educational Qualifications:

Sl. No.	Name of Exam.	Institute Name	Board/University	Year of Passing	% of Marks

Student Declaration

All the informations given above are true to the best of my knowledge and nothing is concealed therein. I have read & understood the terms & conditions made by Brain Power Computer Academy (BPCA) & accept the same. In case of any infringement of said terms and conditions by me, BPCA H.O/Centre Head shall have full right to cancel above mentioned Certificate / Diploma course & I shall only be liable for the same.

Signature of Guardian

Date...................................

Signature of Centre Director with Seal

Signature of Student

Date...................................

Terms and Conditions

- All students should attend classes, according to, their batch time regularly.
- Students must respect their teachers and avoid arguments or fault finding.
- Students must enter the class room with in 20 minutes from the starting of their respective batch time, after the lapse of said time; no student shall be allowed to enter the class or lab room.
- A telephonic call will be made to their parents to confirm the reason of late coming.
- For leave, student must write a application to centre director/head or write a reason for the same in the register maintained by the centre director/head.
- Students cannot use mobile or cell phone inside the class, the same can be used only outside the class and mobile will be kept on vibration mode while attending the class.
- It necessary to appear in the weekly/monthly test, as prescribed by center director/head.
- Students have to maintain separate notebooks for test, rough works and home works. Regular checking of home work's notebooks to concerned course faculty, is necessary.
- Practical + viva marks will be given on the basis of student's performance in the weekly/monthly test & regular checking of home work note books.
- Students will not enter and exit the classroom without the prior permission of teachers.
- No noise will be made inside and outside the class room.
- Centre will not be liable for any loss of books, notebooks, begs etc. left at its premises. By the students.
- No student is allowed to enter inside the class/lab room by accompanying with visitor/relative/friend.
- Students will bring bags, class works notebooks & ID-Card.
- Tution fee shall be deposited- before 10th date of every month. If fee is not deposited within prescribed time, 20 Rs. shall be paid extra as late fee to centre head.
- Students can get the facility of transfer from one BPCA Centre to another with having written permission from the centre head/director.
- Absent from classroom will cause Rs. 10 fine; the same shall be included with monthly tution fee.
- Admission/registration /Tuition Fee once paid shall not be refunded in any case.
- If any student wants to quit his/her certificate/diploma/other course, he/she has to serve one month prior written notice or application for the same to centre head/director and get NOC for the said quitting of course. If he/she fails to do so, action shall be taken against him/her.
- Students must confirm their Enrollment No. or Roll No. from C.O-W.B.by making telephonic calls directly to BPCA Director W.B.
- Students have to follow batch wise procedure for theory & lab classes, made by the centre head.
- It will be the duty of student to take receipt for all types of fees from centre head.
- The certificate & diplomas to be issued only after -the confirmation of student's registration with BPCA - successful completion of the course- obtaining NOC from centre director/head.
- Students have to follow the rules enforced by the centre director in the sake of their study.
- Student can get ID-CARD of BPCA within the period of 30 days after registration with BPCA.
- BPCA will provide job assistance, but not guaranteed job, to deserving candidates only.
- BPCA is an autonomous organization running various job oriented training awareness programme on not for profit basis and designed various job oriented basic certificate and diploma courses to eliminate the burning problem of unemployment, so that student can be able to get employment and self-employment opportunity in the present era of competition.
- Student will get BPCA self designed/printed/certified/issued diploma and certificates. However these diploma and certificates are valid for jobs but the acceptance of these diploma & certificates depends upon the sole discretion of concerned govt. or private departments.
- Students will pay prescribed fee of courses to centre head. BPCA will not have any sharing in Admission/tution/Exam fee and all such types of fees will be prescribed by concerned centre head, as per facility provided in centre, geographical condition of area, literacy ratio. So BPCA will not be held liable on fee issues/disputes between centre head or students and all issue/disputes in this regard will be mutually settled between student and centre head. BPCA will give suggestion only on this issue/dispute.
- Student can confirm/check their enrolment number within the period of four month from the date of admission on BPCA Website or by telephonic call to BPCA Corporate Office. This enrolment number is valid for one year, from the date of his/her admission, on website thereafter the enrolment no. will be deleted from the site database.
- If student is minor (Under 18 Years) at the time of taking admission into any BPCA courses, then guardian signature is necessary on admission form.
- Decisions taken for the sake of student by BPCA will be final, acceptable and binding to everyone.
- BPCA may change, revise any of the above mentioned rules & regulations from time to time as per required without any prior notice to students.
- To learn computer students must have knowledge of English, otherwise teachers will not be able to impart you good teaching standard.

(In case of any inconvenience student will directly call to BPCA Corp. Office. - Call timing 10 AM to 5 PM and holiday office closed)

_____   _____

Signature of the guardian   **Signature of Student**
     (If student is Minor)

Date…………………..……   Date…………………..…

BPCA

BRAIN POWER
Computer Academy

AN ISO 9001:2008 CERTIFIED ORGANIZATION

An Autonomous National Organization, Registered under N.C.T. New Delhi.

An Autonomous National Organization, Registered under N.C.T. New Delhi, Govt. of India & Govt. of W.B. under Public Trust Act. An ISO 9001:2008, QMS Certified Organization. Certificate Registered Under C.R Act1957, M.H.R.D, Government of India. Trademark (Ministry of Commerce & Industry, Department of Industrial Policy & Promotion, Controller General of Patents Design &Trademark.)

"Never think there is anything impossible for the soul.
It is the greatest heresy to think so.
If there is sin, this is the only sin;
to say that you are weak, or others are weak."

Vivekananda

CITY OFFICE: Sudha Apartment, 13 Swami Vivekananda Road, Jadavpur, Kol-32 (W.B)
HEAD OFFICE: Subhas Pally, Pandua, Hooghly, (W.B.) 712149
MAILING ADD.: bpcaindiaho@gmail.com / bpcaexamcell@gmail.com

To know more about BPCA, Please visit at www.bpcaindia.org