

SHORT TERM COMPUTER COURSES

BVBFTS is offering several short term courses in Computer for those who have limited time. In case you want to work in Visual Media (Means with Photography, Radio, Television and Cyber Media) Computer knowledge is must. All courses are job oriented, or if you are already working, then there will be possibilities of getting new career, or you can work from home and become self employed. All courses are designed to give one-to-one practical training on Computer. Also the timing will be offered as per your convenience, so it will not affect your present job.

Common features of all courses:

- ❖ Each course is of 3 months duration – one can continue next module of your choice stretching training up to 12 months by joining all 4 modules to get Diploma in Computer Application.
- ❖ You can chose flexible timing such as
2 periods – 11am to 1pm + 2pm to 4pm (once in a week) or one period of 2 hours (twice in a week).
You can choose days as per your convenience.
- ❖ Fee can be paid in 2 installments i.e. first at the time of joining and next after one month.
- ❖ You can join anytime as per your convenience.

Courses offered:

1. **Certificate in Computer Foundation (CPF):** Students learn the concept of Media and use of Computer at home and at business. Digital Terminology, Operation of Personal Computer (PC), DOS, Windows and MS Office along with internet application and Business Presentation on Power Point. Projects will be made to understand typical Office Administration of Business Environment. Note: Content is spread over 12 Days plus One Day for evaluation and practical test. Certificate will be provided only after successful completion of all lessons.

Eligibility: 10th pass or equivalent
Duration: 3 Months (13 Days)
Timing: 11 am to 1 pm - 2 pm to 4 pm. (or any other suitable)

2. **Certificate in Computer-Graphics (CPG):** Students are trained to make Digital Photo Editing to improve photograph's quality. They also learn to Design and Print, Visiting Card, Greeting Card, Calendar, Magazine and Newspaper. Students get guidance to start their own freelance work or to get employment at Advertising Agency and Printing Press. Note: Content is spread over 12 Days plus One Day for evaluation and practical test. Certificate will be provided only after successful completion all lessons.

Eligibility: 10th pass or equivalent + Foundation Module
Duration: 3 Months (13 Days)
Timing: 11 am to 1 pm - 2 pm to 4 pm. (or any other suitable)

3. **Certificate in Computer-Multi Media (CPM):** Students are trained to work in Multi Media Industry such as Photography, Radio, Television etc. they learn Photoshop for Video application, they learn Audition for sound recording and editing along with sound. Students are made to work on projects made similar to TV Industry. Note: Students work on simple Video Editing project. We assist them to get freelance work as well as to get employment as junior Video Editor.

Eligibility: 10th pass or equivalent + Foundation Module
Duration: 3 Months (13 Days)
Timing: 11 am to 1 pm - 2 pm. to 4 pm. (or any other suitable)

4. **Certificate in Computer-Video Editing (CPE):** Students are trained for real life situation of Video and Audio Recording and Editing. They are also trained on After Effect (AE) to add Titles, Special Effects and Animation of text, during process of Editing of Video Projects. They are trained to work as Video Editor in TV Channels. Note: Students work on at-least 2 professional quality projects for Audio & Video Editing. Guidance is provided to work as freelance Video Editor.

Eligibility: 10th pass or equivalent +CPM Module
Duration: 3 Months (13 Days)
Timing: 11 am to 1 pm - 2 pm. to 4 pm. (or any other suitable)

Diploma in Computer Application is offered to those who complete all 4 Modules.