

THE GEORGE TELEGRAPH TRAINING INSTITUTE

Andul Centre

Paresh Apartment', Ground Floor P.O. Podra, P.S. - Sankrail, Dist. - Howrah 711 109 Ph 9830537820/8334975533
Email: adl@georgetelegraph.org

ADMISSION PARTICULARS: MAIN CHART

Session: April-May 2016

Refer to Computer Courses Chart for Computer Software courses
Issued on 12th January 2016



Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fee	Course Fees if paid in one Lump	Course Fees payable under Installment scheme			Minimum Eligibility	
		Duration (months)	Days per week	Classes per day			1st Installment Fees	2nd / Final Installment Fees	Final Installment Fees		
				Fees (A)	Fees (B)	Fees (C)	Fees (D)	Fees (E)			
1	Electronics & Telecommunication Engineering	36	4	3 hours						Passed Class X Board Exam.	
<i>Class Time and Class Day may vary in exigency of circumstance</i>											
Communicative English is Compulsory for Courses having duration of 1 year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins. Per Week)					Instalment to be paid within the following Dates						
					Second Instalment			Final Instalment			
					-			20th July 2016			
					15th Oct 2016			15th April 2017			
N.B The following documents are required at the time of admission					PROSPECTUS: Rs.150/-						
A. Photocopy of age-proof Certificate B. Photocopy of last board/council/university examination Mark Sheet/Certificate C. 3 copies of recent passport size photograph					Please Note: At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) For Installment scheme: Admission Fees +Installment Fees i.e (A+C)						
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					By order			Gora Dutta		Principal	

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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2016

Refer to Main Chart for other courses

Issued on 12th January 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Admission Fee	Course Fees if paid in one Lump	Fees payable under Installment scheme		Minimum Eligibility	
		Duration (months)	Days per week	Classes per day			1st Installment Fees	Final Installment Fees		
							Fees	Fees		
						(A)	(B)	(C)	(D)	
COMPUTER SOFTWARE										
1	Computer Application & Programming (CAP)	12								Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6	3	4 hours						
	Module II: Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6								
2	Office & Internet	6								Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems	1	3	2 hours						
	Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)	2								
	Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher	3								
Desk Top Publishing (DTP)	6									
3	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours						Passed Class X Board Exam.
	Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker	2								
	Module II: CorelDraw ■ PhotoShop ■ Freehand	3								
	Computer Aided Drafting (CAD)	6								
4	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours						D'man/Polytech h.
	Module I: Drafting Concepts ■ Basic CAD	2								
	Module II: Intermediate CAD & Advanced CAD	3								
5	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6								Passed Class XII Board Exam.(Com.)
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1	3	2 hours						
	Module I: Word ■ Excel ■ ACE ■ FACT	2								
Module II: EX-NGN ■ Tally (Including VAT & TDS)	3									
7	Computerised Financial Accounting (CFA) (Including	6								Passed Class XII Board Exam. (Non-Com.)
	Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting	3	4	2 hours						
	Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)	3								
For courses of six months in duration					20th July 2016					
For courses of one year and more in duration					15th Oct 2016					
N.B. The following documents are required at the time of admission										
A. Photocopy of age-proof Certificate					Please Note: At the time of admission: one lump: Admission Fees +Course Fees i.e (A+B) For Installment scheme: Admission Fees +Installment Fees i.e (A+C)					
B. Photocopy of last board/council/university examination Mark Sheet/Certificate										
C. 3 copies of recent passport size photograph										
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					Gora Dutta					