



# THE GEORGE TELEGRAPH TRAINING INSTITUTE

## Budge Budge Centre

12, Halder para Road, Budge Budge, Dist-South 24 Pgs

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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2017

Refer to Main Chart for other courses

Issued on 9th November 2016



Sl. No.	COURSE	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
<b>Computer Software</b>					
1	<b>Computer Application &amp; Programming (CAP)</b>	12	4	3 hours	Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i>	6			
	<i>Module II: Overview on HTML, Front Page &amp; Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6			
2	<b>Office &amp; Internet</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems</i>	1			
	<i>Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing &amp; E-mailing)</i>	2			
	<i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	3			
3	<b>Desk Top Publishing (DTP)</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker</i>	2			
	<i>Module II: CorelDraw ■ PhotoShop ■ Freehand</i>	3			
4	<b>Computer Aided Drafting (CAD)</b>	6	3	2 hours	D/man/ Polytech.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			Completed ATE/ARE from GTTI
	<i>Module I: Drafting Concepts ■ Basic CAD</i>	2			
	<i>Module II: Intermediate CAD &amp; Advanced CAD</i>	3			
5	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	3	2 hours	Passed Class XII Board Exam.(Com.)
	<i>Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel</i>	3			
	<i>Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT &amp; TDS)</i>	3			
6	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	4	2 hours	Passed Class XII Board Exam. (Non-Com.)
	<i>Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting</i>	3			
	<i>Module II: ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT &amp; TDS)</i>	3			
<b>Class Time and Class Day may vary in exigency of circumstance</b>					
Communicative English is Compulsory for Courses having duration of 1year and above. These Classes will be held additionally beyond normal class timings. (One Class of 45 mins.Per Week)					
For courses of six months in duration					
For courses of one year and more in duration					
N.B.	The following documents are required at the time of admission				
	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				
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					Principal