



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Bardhaman Centre

'Spandan' Complex (3rd floor) G.T. Road, Bardhaman - 713101, Ph:(0342) 2560 398 / 2560 861
E-mail: brd@georgetelegraph.org



ADMISSION PARTICULARS: MAIN CHART

Session: April-May 2017

Refer to Computer Courses Chart for Computer Software courses
Issued on 9th November 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS & TELECOMMUNICATION					
1	Electronics & Telecommunication Engineering	36	4	3 hours	Passed Class X Board Exam. completed Part I
2	Electronics Appliances Engineering	12	3	3	Passed Class X Board Exam.
3	Computer Hardware & Networking Engineering <i>(with Networking - (LAN))</i>	18	3	3 hours	Appeared Class XII Board Exam.
4	Mobile & Telephone Repairing Technician	12	3	3 hours	Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT</i> <i>Module II : Computer Software Overview, Mobile handsets (GSM)</i>	6 6			Completed Module I
5	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
ELECTRICAL					
6	Electrical Technician <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
CIVIL & MECHANICAL					
7	Automobile Engineering	24	3	3 hours	Passed Class X Board Exam.
8	Air-conditioning & Refrigeration Engineering	24	3	3 hours	Passed Class X Board Exam.
9	Air-conditioning & Refrigeration Technician	12	3	3 hours	Passed Class IX
	<i>Part I</i> <i>Part II</i>	6 6			Completed Part I
10	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.) 16 hours/week (4daysX3hrs+1dayX4hrs)	Passed Class X Board Exam.
	<i>Part I</i> <i>Part II</i>	6 6			Completed Part I
11	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	Passed Class XII Board Exam.
12	Field Surveying <i>(with CAD Overview)</i>	12	3	3 hours	Passed Class X Board Exam.
COMMERCIAL					
13	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
<i>Class Time and Class Day may vary in exigency of circumstance</i>					
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



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ADMISSION PARTICULARS: COMPUTER SOFTWARE

Session: April-May 2017

Refer to Main Chart for other courses

Issued on 9th November 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
COMPUTER SOFTWARE					
1	Computer Application & Programming (CAP)	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 & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.</i>	6			
2	Office & Internet	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 & E-mailing)</i>	2			
	<i>Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher</i>	3			
3	Computer Application (CA)	6	3	2 hours	Passed Class X Board Exam.
	<i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, Outlook, Internet, E-mail, Oracle, Project</i>				
4	Desk Top Publishing (DTP)	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			
5	Computer Aided Drafting (CAD)	6	3	2 hours	D'man/Polytech.
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Drafting Concepts ■ Basic CAD</i>	2			
	<i>Module II: Intermediate CAD & Advanced CAD</i>	3			
6	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6	3	2 hours	Passed Class XII Board Exam.(Com.)
	<i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i>	1			
	<i>Module I: Word ■ Excel ■ ACE ■ FACT</i>	2			
	<i>Module II: EX-NGN ■ Tally (Including VAT & TDS)</i>	3			
7	Computerised Financial Accounting (CFA) (Including VAT & TDS)	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 & TDS)</i>	3			
<i>Class Time and Class Day may vary in exigency of circumstance</i>					
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ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					
Principal					