



Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS					
1	Computer Hardware & Networking Engineering <i>(with Networking - (LAN))</i>	18	3	3 hours	Appeared Class XII Board Exam.
2	Computer Hardware Technician	6	3	3 hours	Passed Class X Board Exam. + qualification in basic electronics
3	Mobile & Telephone Repairing Technician <i>Module I : Basic Electronics, EPBT</i>	12	3	3 hours	Passed Class X Board Exam.
	<i>Module II : Computer Software Overview, Mobile handsets (GSM)</i>	6			
4	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
ELECTRICAL					
5	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					
6	Automobile Engineering	24	3	3 hours.	Passed Class X Board Exam.
7	Automobile Technician <i>(Two & Three Wheeler)</i>	12	3	3 hours	Appeared Class X Board Exam.
8	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
9	Air-conditioning & Refrigeration Technician <i>Part I</i>	12	3	3 hours	Passed Class IX
	<i>Part II</i>	6			
10	Civil Draughtsmanship (with CAD) <i>Part I</i>	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	<i>Part II</i>	6			
COMMERCIAL					
11	Office Management (Module I + Module II) As given below	10	3	3 hours	Passed Class XII Board Exam.
12	Front Office Management (Module I)	6	3	3 hours	Passed Class XII Board Exam.
13	Back Office Management (Module II)	4	3	3 hours	Passed Class XII Board Exam.
14	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
15	Telephone Operator & Receptionist <i>(with computer software overview)</i>	6	3	3 hours 45 min.	Passed Class X Board Exam.
COMMUNICATION					
16	Spoken English	3	3	2 hours	Passed Class X Board Exam.
17	Advanced Spoken English	6	3	2 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)					
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					
<ul style="list-style-type: none"> 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



ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2017

Refer to Main Chart for other courses

Issued on 9th November 2016

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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	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			
3	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			
4	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			
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For courses of one year in duration					
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