



Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS					
1	Computer Hardware 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 Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
4	Mobile & Telephone Repairing Technician	12	3	3 hours	Passed Class X Board Exam.
	<i>Module I : Basic Electronics, EPBT</i>	6			
	<i>Module II : Computer Software Overview, Mobile handsets (GSM)</i>	6			Completed
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 Passed Class X Board Exam.
	8	Motor Vehicle Technician	12	3	3 hours.
9	Automobile Mechanic <i>(with driving)</i>	6	3	3 hours	Passed Class VIII
10	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
11	Air-conditioning & Refrigeration Technician	12	3	3 hours.	Passed Class IX
	Part I	6			Completed Part I
	Part II	6			
12	Civil Draughtsmanship (with CAD)	12	5	3 hours.	Passed Class X Board Exam.
	Part I	6			Completed Part I
	Part II	6			4 hours.
13	Field Surveying (Amin)	6	3	3 hours.	Passed Class X Board Exam.
COMMERCIAL					
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	5	2 hours	Passed Class X Board Exam.
17	Advanced Spoken English	6	5	2 hours	Passed Class X Board Exam.

Class Time and Class Day may vary in exigency of circumstance

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

- 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



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Jalpaiguri Centre

Natun Para, Near Uttarayan Apartment, Jalpaiguri, Pin - 735101

ADMISSION PARTICULARS: COMPUTER COURSES

Session: April/May 2017

Refer to Main Chart for other courses

issued on 10th January 2017



p	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
COMPUTER SOFTWARE					
1	Computer Application & Programming (CAP)	12	3	4 hours	Passed Class X Board Exam.
	Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project	6			
	Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project.	6			
2	Office & Internet	6	3	2 hours	Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems	1			
	Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing)	2			
	Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher	3			
3	Desk Top Publishing (DTP)	6	3	2 hours	Passed Class X Board Exam.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1			
	Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker	2			
	Module II: CorelDraw ■ PhotoShop ■ Freehand	3			
4	Computer Aided Drafting (CAD)	6	3	2 hours	D'man/Polytech.
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1			
	Module I: Drafting Concepts ■ Basic CAD	2			
	Module II: Intermediate CAD & Advanced CAD	3			
5	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6	3	2 hours	Passed Class XII Board Exam.(Com.)
	Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts	1			
	Module I: Word ■ Excel ■ ACE ■ FACT	2			
6	Computerised Financial Accounting (CFA) (Including VAT & TDS)	6	4	2 hours	Passed Class XII Board Exam. (Non-Com.)
	Module I : Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting	3			
	Module II : ■ ACE ■ FACT ■ EX-NGN ■ Tally (Including VAT & TDS)	3			
7	Computerised Accounting (CA)	3	3	2x60min.	Appeared Class X Board Exam.
	Base Module: PC Fundamentals ■ Operating Systems ■ IT Concepts ■ Internet Concepts	1			
	Accounting Module: Excel ■ Tally Overview	2			
<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