



NAMES OF THE COURSES	CLASSES			Minimum Eligibility
	Duration (months)	Days per week	Classes per day	
<b>ELECTRONICS &amp; TELECOMMUNICATION</b>				
Electronics & Telecommunication Engineering	36	4	3 hours	Passed Class X Board Exam.
Part I				
Part II				
Electronics Appliances Engineering	12	3	3	Passed Class X Board Exam.
Computer Hardware & Networking Engineering	18	3	3 hours	Appeared Class XII Board Exam.
Mobile & Telephone Repairing Technician	12	3	3 hours	Passed Class X Board Exam.
Module I : Basic Electronics, EPBT	6			
Module II : Computer Software Overview, Mobile handsets (GSM)	6			Completed Module I
Mobile & Telephone Mechanic	6	3	3 hours	Passed Class IX
(with EPBT, Cordless, Mobile handsets)				
Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins	Passed Class VIII Exam.
Computer Hardware Technician	6			Passed Class X Board Exam. + qualification in basic electronics
<b>ELECTRICAL</b>				
Electrical Technician	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)				
Armature Winder	6	4	3 hours	Class IX
<b>CIVIL &amp; MECHANICAL</b>				
Automobile Engineering	24	3	3 hours.	Passed Class X Board Exam.
Automobile Technician	12	3	3 hours	Appeared Class X Board Exam.
(Two & Three Wheeler)				
Automobile Mechanic	6	3	3 hours.	Passed Class VIII Exam.
(With Driving)				
Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
Air-conditioning & Refrigeration Technician	12	3	3 hours.	Passed Class IX
Part I	6			
Part II	6			Completed Part I
Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
Part I	6			
Part II	6			16 hours/week (4daysX3hrs+1dayX4hrs)
Field Surveying	12	3	3 hours	Passed Class X Board Exam.
(with CAD Overview)				
Field Surveying (Amin)	6	3	3 hours	Passed Class X Board Exam.
Civil Construction Technology	12	3	4 hours	Passed Class XII Board Exam.
<b>COMMERCIAL</b>				
Office Management (Module I + Module II) As given below	10	3	3 hours	Passed Class XII Board Exam.
Front Office Management (Module I)	6	3	3 hours	Passed Class XII Board Exam.
Back Office Management (Module II)	4	3	3 hours	Passed Class XII Board Exam.
Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
Telephone Operator & Receptionist	6	3	3 hours 45 min.	Passed Class X Board Exam.
(with computer software overview)				
Stenography	12	3	3 hours	Passed Class X Board Exam.
Communicative English and Personality Development	3 month (40 hours)	2	2 hours	GTTI Existing students
Spoken English	3 month	3	2 hours	Passed Class X Board Exam.
Advanced Spoken English	6 month	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				
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

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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2017

Refer to Main Chart for other courses

Issued on 9th November 2016



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		Duration (months)	Days per week	Classes per day	
<b>COMPUTER SOFTWARE</b>					
1	<b>Computer Application (CA)</b>  <b>Module I:</b> Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, Outlook, Internet, E-mail, Oracle, Project	6	3	2 hours	Passed Class X Board Exam.
2	<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			
3	<b>Office &amp; Internet</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals n Operating Systems</i>	1			
	<i>Module I: Word n Excel n PowerPoint n Internet (Browsing &amp; E-mailing)</i>	2			
	<i>Module II: Outlook n Access n PhotoDraw n Publisher</i>	3			
4	<b>Desk Top Publishing (DTP)</b>	6	3	2 hours	Passed Class X Board Exam.
	<i>Base Module: Computer Fundamentals n Operating Systems n IT Concepts</i>	1			
	<i>Module I: Word n PowerPoint n Publisher n PageMaker</i>	2			
	<i>Module II: CorelDraw n PhotoShop n Freehand</i>	3			
5	<b>Computer Aided Drafting (CAD)</b>	6	3	2 hours	D'man/Polytech.
	<i>Base Module: Computer Fundamentals n Operating Systems n IT Concepts</i>	1			
	<i>Module I: Drafting Concepts n Basic CAD</i>	2			
	<i>Module II: Intermediate CAD &amp; Advanced CAD</i>	3			
6	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	3	2 hours	Passed Class XII Board Exam.(Com.)
	<i>Base Module: Computer Fundamentals n Operating Systems n IT Concepts</i>	1			
	<i>Module I: Word n Excel n ACE n FACT</i>	2			
	<i>Module II: EX-NGN n Tally (Including VAT &amp; TDS)</i>	3			
7	<b>Computerised Financial Accounting (CFA) (Including VAT &amp; TDS)</b>	6	4	2 hours	Passed Class XII Board Exam. (Non-Com.)
	<b>Module I : Computer Fundamentals n Operating Systems n IT Concepts Word n Excel n Induction to Accounting</b>	3			
	<b>Module II : n ACE n FACT n EX-NGN n Tally (Including VAT &amp; TDS)</b>	3			
<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)					
<b>For courses of six months in duration</b>					
<b>For courses of one year in duration</b>					
N.B. The following documents are required at the time of admission					
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C. 3 copies of recent passport size photograph					
ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION					
Principal					