

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
ELECTRONICS & TELECOMMUNICATION					
1	Computer Hardware & Networking Engineering	18	3	3 hours	Appeared Class XII Board Exam.
2	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			
3	Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i>	6	3	3 hours	Passed Class IX
4	Certificate Course in Smart Phone Repairing (Junior Technician Level)	3	3	4 hours 30 mins	Passed Class VIII Exam.
ELECTRICAL					
5	Electrical Technician	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
	<i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>				
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	Automobile Mechanic <i>(With Driving)</i>	6	3	3 hours.	Passed Class VIII Exam.
9	Air-conditioning & Refrigeration Engineering	24	3	3 hours.	Passed Class X Board Exam.
10	Air-conditioning & Refrigeration Technician	12	3	3 hours	Passed Class IX
	<i>Part I</i>	6			
	<i>Part II</i>	6			
11	Civil Draughtsmanship (with CAD)	12	5	15 hours/week (5daysX3hrs.)	Passed Class X Board Exam.
	<i>Part I</i>	6			
	<i>Part II</i>	6			
COMMERCIAL					
12	Office Management (Module I + Module II) As given below	10	3	3 hours	Passed Class XII Board Exam.
13	Front Office Management (Module I)	6	3	3 hours	Passed Class XII Board Exam.
14	Back Office Management (Module II)	4	3	3 hours	Passed Class XII Board Exam.
15	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
16	Telephone Operator & Receptionist	6	3	3 hours 45 min.	Passed Class X Board Exam.
	<i>(with computer software overview)</i>				
17	Stenography	12	3	3 hours	Passed Class X Board Exam.
18	Communicative English and Personality Development	3 month (40 hours)	2	2 hours	GTTI Existing students
19	Spoken English	3 month	3	2 hours	Passed Class X Board Exam.
20	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					
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



THE GEORGE TELEGRAPH TRAINING INSTITUTE

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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April-May 2017

Refer to Main Chart for other courses

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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	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	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			
4	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			
Class Time and Class Day may vary in exigency of circumstance					
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For courses of one year in duration					
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Principal					