



| Sl. No. | NAMES OF THE COURSES | CLASSES | | | Minimum Eligibility |
|--|---|-------------------|---------------|--|---|
| | | Duration (months) | Days per week | Classes per day | |
| ELECTRONICS & TELECOMMUNICATION | | | | | |
| 1 | Electronics & Telecommunication Engineering (3 years) | 36 | 4 | 3 hours. | Passed Class X Board Exam. Completed Part I |
| 2 | Computer Hardware & Networking Engineering <i>(with Networking - [LAN])</i> | 18 | 3 | 3 hours. | Appeared Class XII Board Exam. |
| 3 | Computer Hardware Technician | 6 | 3 | 3 hours. | Passed Class X Board Exam. + qualification in basic electronics |
| 4 | Mobile & Telephone Repairing Technician | 12 | 3 | 3 hours | Passed Class X Board Exam. |
| | <i>Module I : Basic Electronics, EPBT</i> | 6 | | | Completed |
| | <i>Module II : Computer Software Overview, Mobile handsets (GSM)</i> | 6 | | | |
| 5 | Mobile & Telephone Mechanic <i>(with EPBT, Cordless, Mobile handsets)</i> | 6 | 3 | 3 hours | Passed Class IX |
| ELECTRICAL | | | | | |
| 6 | Electrical Technician | 12 | 5 | 16 hours/ week (4daysX3hrs+1dayX4hrs) | Appeared Class X Board Exam. |
| | <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i> | | | | |
| 7 | Armature Winder | 6 | 4 | 3 hours. | Class IX |
| CIVIL & MECHANICAL | | | | | |
| 8 | Automobile Engineering | 24 | 3 | 3 hours. | Passed Class X Board Exam. |
| 9 | Automobile Technician <i>(Two & Three Wheeler)</i> | 12 | 3 | 3 hours. | Appeared Class X Board Exam. |
| 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 |
| | <i>Part I</i> | 6 | | | Completed Part I |
| | <i>Part II</i> | 6 | | | |
| 12 | Diesel & Electric Pump & Generator Mechanic | 6 | 3 | 3 hours. | Class IX |
| 13 | Civil Draughtsmanship (with CAD) | 12 | 5 | 15 hours/week (5daysX3hrs.) | Passed Class X Board Exam. |
| | <i>Part I</i> | 6 | | | Completed Part I |
| | <i>Part II</i> | 6 | | | |
| 14 | Mechanical Draughtsmanship (with CAD) | 12 | 5 | 15 hours/week (5daysX3hrs.) | Passed Class X Board Exam. |
| | <i>Part I</i> | 6 | | | Completed Part I |
| | <i>Part II</i> | 6 | | | |
| | <i>16 hours/week (4daysX3hrs+1dayX4hrs)</i> | | | | |
| 15 | CIVIL CONSTRUCTION TECHNOLOGY | 12 | 3 | 4 hours | Passed Class XII Board Exam. |
| 16 | Field Surveying <i>(with CAD Overview)</i> | 12 | 3 | 3 hours. | Passed Class X Board Exam. |
| COMMERCIAL | | | | | |
| 17 | Telephone Operator & Receptionist <i>(with Computer Software Overview)</i> | 6 | 3 | 3 hours 45 min. | Passed Class X Board Exam. |
| 18 | Professional Executive Secretary | 12 | 5 | 4 1/2 hrs. | Graduation |
| COMMUNICATION | | | | | |
| 19 | 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 | | | | | |
| 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

Tamluk Centre

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ADMISSION PARTICULARS: COMPUTER SOFTWARE

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 | | | Passed Class X Board Exam. |
| | <i>Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project</i> | 6 | 4 | 3 hours. | |
| | <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 | | | Passed Class X Board Exam. |
| | <i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i> | 1 | 3 | 2 hours | |
| | <i>Module I: Word ■ PowerPoint ■ Publisher ■ PageMaker</i> | 2 | | | |
| | <i>Module II: CorelDraw ■ PhotoShop ■ Freehand</i> | 3 | | | |
| 3 | Computer Aided Drafting (CAD) | 6 | | | D'man/Polytech. |
| | <i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i> | 1 | 3 | 2 hours | Completed ATE/ARE from GTTI |
| | <i>Module I: Drafting Concepts ■ Basic CAD</i> | 2 | | | |
| | <i>Module II: Intermediate CAD & Advanced CAD</i> | 3 | | | |
| 4 | Computerised Financial Accounting (CFA) | 6 | | | Passed Class XII Board Exam.(Com.) |
| | <i>Base Module: Computer Fundamentals ■ Operating Systems ■ IT Concepts</i> | 1 | 3 | 2 hours | |
| | <i>Module I: Word ■ Excel ■ ACE ■ FACT</i> | 2 | | | |
| | <i>Module II: EX-NGN ■ Tally (Including VAT & TDS)</i> | 3 | | | |
| 5 | Computerised Financial Accounting (CFA) (Including VAT & TDS) | 6 | | | Passed Class XII Board Exam. (Non-Com.) |
| | <i>Module I: Computer Fundamentals ■ Operating Systems ■ IT Concepts Word ■ Excel ■ Induction to Accounting</i> | 3 | 4 | 2 hours | |
| | <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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| For courses of one year in duration | | | | | |
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| Principal | | | | | |