



THE GEORGE TELEGRAPH TRAINING INSTITUTE
Garden Reach Centre

J-263, Paharpur Road, Garden Reach, Kolkata-700024(Akshay Kanan Lane) Ph: (033)2469-5637/ 9230613574



ADMISSION PARTICULARS: MAIN CHART

Session: April-May 2017

*Refer to Main Chart for other courses
 Issued on 9th November 2016*

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.
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 Module I
	<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 <i>(Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing)</i>	12	5	16 hours/ week (4daysX3hrs+1dayX4hrs)	Appeared Class X Board Exam.
CIVIL & MECHANICAL					
7	Automobile Engineering	24	3	3 hours.	Passed Class X Board Exam.
8	Automobile Technician <i>(Two & Three Wheeler)</i>	12	3	3 hours.	Appeared Class X Board 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			Completed Part I
	<i>Part II</i>	6			
11	CIVIL CONSTRUCTION TECHNOLOGY	12	3	4 hours	Passed Class XII Board Exam.
12	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			
13	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			
14	Field Surveying (with CAD Overview)	12	3	3 hours.	Passed Class X Board Exam.
COMMERCIAL					
15	Professional Executive Secretary	12	5	4 1/2 hrs.	Graduation
16	Telephone Operator & Receptionist <i>(with Computer Software Overview)</i>	6	3	3 hours 45 min.	Passed Class X Board Exam.
17	Office Management (Module I + Module II) As given below	10	3	3 hours	Passed Class XII Board Exam.
18	Front Office Management (Module I)	6	3	3 hours	Passed Class XII Board Exam.
19	Back Office Management (Module II)	4	3	3 hours	Passed Class XII Board Exam.
COMMUNICATION					
20	Spoken English	3	3	2 hours	Passed Class X Board Exam.
21	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					



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ADMISSION PARTICULARS: COMPUTER SOFTWARE

Session: April-May 2017

Refer to Computer Courses Chart for Computer Software courses

Issued on 9th November 2016

Sl. No.	NAMES OF THE COURSES	CLASSES			Minimum Eligibility
		Duration (months)	Days per week	Classes per day	
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			
3	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			
4	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			
5	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</i> <i>Word ■ Excel ■ Induction to Accounting</i>	3			
	<i>Module II: ■ ACE ■ FACT</i> <i>■ 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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