



ADMISSION PARTICULARS: MAIN CHART

Session: April - May 2020

Refer to Computer Courses Chart for Computer Software courses

Issued on 16th January 2020

| Sl. No. | NAMES OF THE COURSES | CLASSES | | | TRAINING DATED | Admission Fee | Course Fees if paid in one Lump | Course Fees payable under Installment scheme | | | Minimum Eligibility |
|---|--|-------------------|---------------|--|----------------|---------------|--|--|------------------------------|------------------------|---|
| | | Duration (months) | Days per week | Classes per day | | | | 1st Installment Fees | 2nd / Final Installment Fees | Final Installment Fees | |
| ELECTRONICS | | | | | | | | | | | |
| 1 | Computer Hardware & Networking Engineering (with Networking - (LAN)) | 18 | 3 | 3 hours | ✓ | | | | | | Appeared Class XII Board Exam. |
| 2 | Electronics Appliances Engineering | 12 | 3 | 3 | ✓ | | | | | | Passed Class X 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 | | | | | | | | | Passed Class X Board Exam. |
| | Module I : Basic Electronics, EPBT | 6 | | | | | | | | | Completed Module I |
| | Module II : Computer Software Overview, Mobile handsets (GSM) | 6 | 3 | 3 hours | ✓ | | | | | | |
| 5 | Mobile & Telephone Mechanic (with EPBT, Cordless, Mobile handsets) | 6 | 3 | 3 hours | ✓ | | | | | | Passed Class IX |
| ELECTRICAL | | | | | | | | | | | |
| 6 | Electrical Technician | 12 | 5 | 16 hours/week (4daysX3hrs+1dayX4hrs) | ✓ | | | | | | Appeared Class X Board Exam. |
| | (Including Wireman, Electrician, Armature Winder Overview & Engineering Drawing) | | | | | | | | | | |
| CIVIL & MECHANICAL | | | | | | | | | | | |
| 7 | Automobile Engineering | 24 | 3 | 3 hours. | ✓ | | | | | | Passed Class X Board Exam. |
| 8 | Automobile Technician (Two & Three Wheeler) | 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 | | | | | | | | | Passed Class IX |
| | Part I | 6 | 3 | 3 hours | ✓ | | | | | | Completed Part I |
| | Part II | 6 | 3 | 3 hours. | | | | | | | |
| 11 | Civil Draughtsmanship (with CAD) | 12 | | | | | | | | | Passed Class X Board Exam. |
| | Part I | 6 | 5 | 15 hours/week (5daysX3hrs.) | ✓ | | | | | | Completed Part I |
| | Part II | 6 | 5 | 16 hours/week (4daysX3hrs +1dayX4hrs) | | | | | | | |
| 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. |
| | (with computer software overview) | | | | | | | | | | |
| COMMUNICATION | | | | | | | | | | | |
| 17 | Spoken English | 3 | 3 | 2 hours | | | | | | | Passed Class X Board Exam. |
| 18 | Advanced Spoken English | 6 | 3 | 2 hours | | | | | | | Passed Class X Board Exam. |
| Class Time and Class Day may vary in exigency of circumstance | | | | | | | | | | | |
| | | | | | | | Instalment to be paid within the following Dates | | | | |
| | | | | | | | Second Instalment | | Final Instalment | | |
| For courses of six months in duration | | | | | | | - | | 20th Jan 2020 | | |
| For courses of one year and more in duration | | | | | | | 15th April 2020 | | 15th Sept 2020 | | |
| N.B. The following documents are required at the time of admission | | | | | | | PROSPECTUS: Rs.200/- | | | | |
| 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 | | | | | | | Please Note: At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) For Installment scheme: Admission Fees +Installment Fees i.e (A+C) | | | | |
| ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION | | | | | | | By order Gora Dutta Principal | | | | |



THE GEORGE TELEGRAPH TRAINING INSTITUTE

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ADMISSION PARTICULARS: COMPUTER COURSES

Session: April - May 2020

Refer to Main Chart for other courses

Issued on 16th January 2020

| Sl. No. | NAMES OF THE COURSES | CLASSES | | | N.S.D.C TRAINING PARTNER | Admission Fee | Course Fees if paid in one Lump | Fees payable under Installment scheme | | Minimum Eligibility |
|---|--|-------------------|---------------|-----------------|--------------------------|---------------|--|---------------------------------------|------------------------|---|
| | | Duration (months) | Days per week | Classes per day | | | | 1st Installment Fees | Final Installment Fees | |
| | | | | | | | | | | |
| | | | | | | Fees | Fees | Fees | Fees | |
| COMPUTER SOFTWARE | | | | | | | | | | |
| 1 | Computer Application & Programming (CAP) | 12 | | | | | | | | Passed Class X Board Exam. |
| | Module I: Computer Fundamentals, Operating Systems, Word, Powerpoint, Excel, Access, "C" Language, Internet, E-mail, Project | 6 | 4 | 3 hours | ✓ | | | | | |
| | Module II : Overview on HTML, Front Page & Java Script, PHP with MySQL, Oracle, OOP with C++, Basic Project. | 6 | | | | | | | | |
| 2 | Computerised Financial Accounting (CFA) | 6 | 3 | 2 hours | ✓ | | | | | Passed Class XII Board Exam.(Com.) |
| 3 | Computerised Financial Accounting (CFA) | 6 | 4 | 2 hours | ✓ | | | | | Passed Class XII Board Exam. (Non-Com.) |
| 4 | Office & Internet | 6 | | | | | | | | Passed Class X Board Exam. |
| | Base Module: Computer Fundamentals ■ Operating Systems | 1 | 3 | 2 hours | ✓ | | | | | |
| | Module I: Word ■ Excel ■ PowerPoint ■ Internet (Browsing & E-mailing) | 2 | | | | | | | | |
| Module II: Outlook ■ Access ■ PhotoDraw ■ Publisher | 3 | | | | | | | | | |
| 5 | TALLY GST | 3 | 3 | 3 hours | | | | | | Passed Class XII Board Exam (With Commerce) |
| <i>Class Time and Class Day may vary in exigency of circumstance</i> | | | | | | | | | | |
| | | | | | | | Instalment to be paid within the following Dates | | | |
| For courses of six months in duration | | | | | | | 20th Jan 2020 | | | |
| For courses of one year in duration | | | | | | | 30th April 2020 | | | |
| N.B. The following documents are required at the time of admission | | | | | | | PROSPECTUS: Rs.200/- | | | |
| 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 | | | | | | | Please Note: At the time of admission: For one lump: Admission Fees +Course Fees i.e (A+B) For Installment scheme: Admission Fees +Installment Fees i.e (A+C) | | | |
| ORIGINALS OF ITEMS A AND B ABOVE MUST BE PRODUCED FOR VERIFICATION | | | | | | | by order Gora Dutta Principal | | | |