



**Government of India**  
**Development Commissioner (MSME)**  
**Ministry of Micro, Small & Medium Enterprises**

**PROUDLY ANNOUNCES ORGANISATION OF BASIC IT COURSES FOR  
SELF-EMPLOYMENT OPPORTUNITIES**

**1. Software & Internet Fundamentals – Course Fee -Rs. 2200**

(10 weeks, 60 hours)(Mon & Wed, 11AM – 2 PM)- Min. Qualification: Madhyamik  
Course coverage- Computer overview, Binary Numnber System, Identifying Computer peripherals ,  
Windows operating System, MS-DOS, MS-Office(Word, Power Point, Excel, Access), Concept of  
Internet & use of E-mail, Introduction to world wide web, E-Commerce Fundamentals.

**2. P.C. Hardware Assembling & Maintenance - Course Fee - Rs.3400**

(10 weeks, 60 hours)( Wed & Fri, 11AM – 2 PM)- Min. Qualification: Madhyamik  
Course coverage- Overview on MS-Office(Word, Excel, Power point), Idea of Analog & Digital,  
Introduction to basic components of computer, Assembling a computer, Operating system  
installation, Maintaining a computer-DOS, Windows, Cleaning Virus, Identification and Trouble  
shooting problems.

**3. S.M.P.S. & Monitor Repairing and Servicing – Course Fee - Rs.2600**

(8-weeks, 48 hours)(Tue & Thu, 11AM – 2 PM) Min. Qualification: Madhyamik.  
Course coverage- Introduction to Electronics & Electrical, Identification of Tools, Measuring  
instrument & Components testing by multi-meter, idea of Analog & Digital, Circuit idea and tracing,  
Trouble shooting.

**4. Financial Accounts Package - Course Fee - Rs.4500**

(12 Weeks, 96 hours)( Mon, Wed & Fri, 10.30AM-1.30 PM): Min. Qualification: H.S(Com).  
Course coverage- Concept of Computer Software & Hardware, Windows, MS-Word, Power Point,  
Excel, concept of internet, Accounting concept, Books of Accounts, concept of VAT, Accounting  
standards, Finalization of Accounts, Accounts for different types of organization, concept of  
Banking Finance,Tally-7.2, Fact, Ex-Nex Generation.

**( Service Tax will be charged with all course fees @10.30%)**

Interested candidates may apply in plain paper with full bio-data along with course fees  
by **cash or demand draft/pay order** drawn in favour of **"Director, MSME-DI,  
Kolkata"** payable at any service branch at Kolkata. **Probable date of  
commencement of training: 20.04.09. Last date of submission of application  
17.04.09 subject of availability of seats on first cum first serve basis. SC/ST  
candidates will get 50% concession on course fees. Candidates must be 18  
yrs. of age as on 17.04.09. No upper age limit.** Course fees will not be refunded  
under any circumstances except in case the programme not conducted due to  
unavoidable circumstances. Certificates will be awarded on successful completion of  
the course.

**Director, MSME Development Institute**  
111 &112, B. T. Road, Kolkata – 700 108  
Ph.:033-2577-0595/97/98 Extn.219, Tele Fax:033-2577-5531  
e-mail: [director@sisikolkata.gov.in](mailto:director@sisikolkata.gov.in), [dcdi.kolkatta@dcmsme.gov.in](mailto:dcdi.kolkatta@dcmsme.gov.in)  
website: [www.msmedikolkata.gov.in](http://www.msmedikolkata.gov.in)  
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